

## ADMINISTRATOR - OPERATIONS

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Company: EFS Facilities Services India Pvt. Ltd.

Location: Kuwait

Category: other-general

- Prepare information required for billing of completed jobs
- Monitor and track all PPM services, in house and subcontractor
- Manage petty cash
- Manage day to day operations of employees i.e. (Work schedule, Annual leave application, overtime, transfers)
- Prepare minutes of meeting
- Update timesheets of blue collar workforce

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