

## Office Administration Coordinator

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Company: HLG Business Solutions

Location: Kuwait City

Category: other-general

Hiring, supervising, and evaluating staff members.

Delegating tasks and ensuring that they are completed in accordance with existing policies and procedures.

Greeting visitors and directing them to the appropriate parties.

Handling basic office duties, such as answering and routing phones, responding to emails, data entry, and reporting.

Answering questions and finding information for employees, vendors, clients, and lenders.

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