

Office Administrator

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Company: Wathif Recruitment Consultancy

Location: Kuwait City

Category: other-general

Key Responsibilities:

- 1 . Provide comprehensive administrative support to various departments within the firm.
- 2 . Coordinate office operations, including but not limited to managing schedules, maintaining office supplies, and ensuring efficient workflow.
- 3 . Handle documentation and reporting tasks, ensuring accuracy and timeliness in all deliverables.
- 4 . Manage budgets and expenses related to office operations and administrative activities.
- 5 . Provide support in human resources functions, such as recruitment coordination, onboarding assistance, and employee record maintenance.
- 6 . Collaborate with team members to streamline processes and improve efficiency within the office.

Preferred Skills and Qualifications:

- 1 . Proven success in office administration, preferably within an Architecture Firm or similar environment.
- 2 . Excellent written and verbal communication skills, with a keen attention to detail.
- 3 . Strong time-management and multitasking abilities, capable of prioritizing tasks

effectively.

- 4 . Proficiency with computer software applications, particularly Microsoft Office Suite (Word and Excel). Willingness to learn new software and systems as required, such as Photoshop, Illustrator, etc.
- 5 . Ability to maintain confidentiality of sensitive company information.
- 6 . High school diploma or equivalent qualification.

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