



**Position:** Experienced Office Manager

**Location:** Dubai

### **About the Company**

Genesis Institute, based in Dubai Knowledge Village, is a dynamic, fast growing and innovative organization. We provide effective financial education and training to a broad range of clients and individuals. Our passion for teaching has, in a short space of time, built an enviable reputation for lively, interactive and high quality courses.

### **Working for Genesis**

If you are looking for a fast paced organisation where innovative ideas are actively encouraged and implemented, then Genesis is the place for you.

For the Genesis Team, achieving educational excellence is our passion, so coming to work is not a chore... we work hard because we enjoy it. We also recognise a healthy work/life balance as a top priority, so we're flexible to your needs and commitments outside of work.

### **Responsibilities**

#### **General:**

1. Handle day-to-day general office administrative responsibilities
2. Handle and direct telephone calls and emails
3. Procure and organize general office consumables
4. Book flight/hotel/venue for employees
5. Handle appointments for Senior Management
6. Facilities management and maintenance of office and classrooms

#### **Books sales**

7. Organize and store study materials inventory
8. Manage distribution of materials and courier shipments to customers

#### **Course Operations**

9. Management of printing of documents and class materials
10. Data entry (scores/feedback/student data) into IT systems
11. Occasional travel to manage preparation for training within Dubai/Abu Dhabi

### **HR and Legal**

12. Preparation of documents and liaison with TECOM for all government services and requirements
13. Maintain annual leave records of employees

### **Experience**

At least 3-5 years' experience in a similar role and a valid UAE driving license

### **Skills**

1. Excellent organization skills
2. Ability to execute multiple tasks in a high-pressure environment is crucial
3. Ability to work in a small team. This calls for a high degree of communication and coordination
4. Must be able to learn, understand, and apply new processes
5. Excellent spoken and written English skills and good interpersonal skills
6. Excellent computer skills in MS Office (Word/Excel/Powerpoint/Outlook)
7. Work with minimum supervision and control
8. Cheerful and positive attitude

Please send your CV to [careers@genesisreview.com](mailto:careers@genesisreview.com)