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FM admin

Description

Skills required:

- Intermediate PowerPoint skills
- Excel, (minimum requirements V Lookup)
- Word formatting
- Cafm knowledge and basic experience
- Payrole experience
- Managing manual and biometric staff attendance
- Invoicing process
- PR Process
- Quick to grasp new tasks
- Can work under pressure
- Can multi task
- Document control

Hiring organization

Farnek Services LLC

Employment Type

Full Time

Industry

Information Technology

Job Location

Dubai

Date posted

May 4, 2021