- Permanent (2071)
- Contract (931)
- Part-time (572)
- Temporary (321)
- Internship (271)
- Commission (240)
- New-Grad (65)

more »

Company

- New EJobs (2225)
- QUOODO.com (621)
- Marriott International, (575)
 Inc
- www.ejobster.com (533)
- Unlisted Company (450)
- Confidential (311)
- Fuschia Careers (293)
- SOS HR (278)
- SRL International (272)
 Manpower Services
- MAC Group (237)
- United Arab Emirates (197) University

Harmony Furniture Factory LLC

Mussafah

Input technical revisions, perform compliance checking, filing and organizing, and report on document status and distribute documents as required.

18 days ago save job more...

Customer Service

Dineoutcity

Dubai

Responsive employer

AED2,000 - AED3,000 a month

Develop long-term relationships with clients and service recurring order needs. Quickly respond to complaints and queries through providing appropriate first...

15 hours ago save job more...

Data Entry Clerk

Nisha Bindra

Dubai

Part time data entry/ accountant required for a firm in international city. Candidates on visit visa do not apply. High school or equivalent (Preferred).

2 days ago save job more...

Administrative Secretary

Mopec General Contracting

Sign in

Advanced Job

- Strategist Education and (176) Training Consultancy
- Dubai Recruit (174)
- Orbit Staffing Innovision (159)
- ACCOR (154)

more »

Title

- SALES EXECUTIVE (364)
- Accountant (249)
- Sales Manager (138)
- Receptionist (136)
- Graphic Designer (136)
- Business Development (131) Manager
- Project Manager (113)
- Driver (110)
- Electrician (103)
- Marketing Executive (102)
- Secretary (83)
- Business Development (77)
 Executive
- Cashier (77)
- Finance Manager (72)
- Sales Representative (72)

more »

More Options

Disability Friendly
 These jobs have been sourced from a website, company or service that identifies roles that can be performed by people with certain types of disabilities. This is in no way an indication that jobs without this tag are not suitable for people with disabilities.

Abu Dhabi

AED2,500 - AED3,500 a month

Deal with telephone and email enquiries, using an email system (e.g. Order and maintain stationery and equipment. Keep diaries and arrange appointments.

27 days ago save job more...

Accountant cum admin

Clover

Dubai

AED5,000 - AED8,000 a month

We are looking for Accountant cum admin that willing to relocate Qatar branch. Job Type: Full-time Salary: AED5,000.00 to AED8,000.00 /month Experience: *...

17 hours ago save job more...

ADMIN CLERK

Al Farah Contracting & General Transport Company

L...

Abu Dhabi

URGENT!!!! SECRETARY CUM ADMIN CLERK WORK LOCATION: ABU DHABI TIMINGS: 8:00AM TO 5:00PM FRIDAY: OFF Job Type: Full...

11 days ago save job more...

Administrative Assistant

Cogni Stride General Trading L.L.C Dubai

AED2,500 - AED3,000 a month

*Answering phones in a professional manner, and routing calls as necessary. Minimum 1 yr Reception or Admin experience is required.

5 days ago save job more...

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