

## Office Administrator - Dubai, UAE

### We're looking for a someone who:

- Has excellent organisational and communication skills
- Is a self starter who can handle tasks with minimal supervision
- Has experience in administration and reception

If this is you, contact us now! [humanresources@cockett.com](mailto:humanresources@cockett.com)

Cockett Group, is one of the world's largest value-added resellers of marine fuels and petroleum products and services.

We are currently recruiting for an **Office Administrator** to be based in our **Dubai Office**. The role provides administrative support to the Head Office in Dubai.

#### Responsibilities include:

- Provide general administrative support to the office including – handling calls, emails, post, courier services, meeting room bookings, and maintain records of all associated activities
- Office management - maintain inventory and procurement of stationery, office supplies, maintenance services and all other office requirements
- Corporate gifts - coordinate with relevant suppliers, organise and maintain the gift inventory
- Monitor company vehicles including parking charges and facilitate payments as required
- Processing invoices and handling petty cash
- Coordinating employee events as required
- Handle travel requests as required

Our established values are at the core of the Group and are present in everything we do. They influence the way we work with our shareholders, working partners and with each other:-

#### Customer Focused



We are committed to listening and actively engaging with our customers

#### Excellence



We continually improve upon the knowledge, expertise and learning opportunities for our employees

#### Flexibility



We acknowledge and embrace change as essential and collaboration as necessary

#### Resourcefulness



We identify bespoke solutions to our customer's challenges and act creatively

#### Efficiency



We carefully and thoughtfully optimise our resources and costs

#### Sustainability



We seek every opportunity to develop our focus on environmental, social, and corporate governance

#### Required experience, education & skills:

- Fluent in English (written and verbal)
- Minimum 1 years' experience in administration and reception

All interested applicants please forward your CV to: [humanresources@cockett.com](mailto:humanresources@cockett.com)