

Oman Air Job Opportunity-Tehran

Secretary/Office Coordinator (Country Manager)

Requirement

- Fresh 2 years college Diploma in a related discipline.
- Candidates having higher qualification and relevant work experience in administration or in similar profile will be advantage and preferred.
- Follow up and liaise with internal departments and external contracted parties with issues related to office and equipment maintenance
- Provide support and guidance to Service Performance team members to any administrative related procedure and processes
- Ensure confidentiality on matters related to staff and departments strategic planning is maintained at all times
- Follow up CM meeting appointments and ensure all relevant documents are kept ready for reference
- Sending related reports to HQ
- Maintain the files and keep the records of all the activities
- Age limits below 30 years

Please send your CV to: (type "Office coordinator" in the title of the mail)

Job2016@omanair.ir

Deadline:
Until 1st October

Address: No 30, Esfandiar Blvd, Vali-e-Asr Ave, Tehran, Iran

Tel: +98 21 87111555

Fax: +98 21 87111556

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