



An airline in Iran is looking for dynamic and qualified individuals to join our team in Office Administrator roles. If you meet the qualifications below, please send your resume to

**CV2024NOV@GMAIL.COM**

- **Office Administrator**

- At least 3 years of experience
- Strong communication skills in English

- **Key duties typically include:**

- Administrative Support: Managing the day-to-day operations, including answering calls, handling emails, scheduling appointments, and managing office supplies.
- Document Management: Organizing, filing, and maintaining both physical and electronic records, as well as preparing reports and documentation as needed
- Scheduling and Coordination: Arranging meetings, coordinating with different departments, and setting up travel arrangements for employees if necessary.
- Office Supplies Management: Tracking and ordering office supplies, handling inventory, and ensuring that all office equipment is functional and available.
- Data Entry: Accurately entering data and maintaining databases, often including handling sensitive information securely.