

Office Assistant (f/m/x) United Arab Emirates

Hauff-Technik® is one of the leading European manufacturers of absolutely tight cable and pipe penetrations. With our in-depth knowledge of the respective market requirements, we always think in terms of practicable solutions that benefit our target groups and are tailored to their needs. To enable us to pass on the decades of experience of our Hauff-Technik Group, we constantly need new specialists who think in terms of solutions and always keep an eye on efficiency. Become an efficient solution builder and apply now.

Your tasks:

- Answering and directing phone calls, ensuring inquiries are efficiently routed
- Coordinating with the back office to ensure smooth workflow and operations
- Handling correspondence, including emails, letters, and expired documents, ensuring timely responses and follow-ups
- Maintaining organized filing systems, both physical and digital, for easy retrieval of documents
- Organizing office supplies, managing inventory, and ensuring a consistent stock of necessary items
- Ensuring the office environment is tidy, presentable, and conducive to productivity
- Accurately processing offers and orders, ensuring data is entered into systems promptly and correctly
- Assisting in document preparation, proofreading, and ensuring all paperwork meets company standards
- Handling basic invoicing, billing, and generating expense reports for office-related expenditures
- Following up with customers regarding payment statuses and assisting in resolving any discrepancies
- Coordinating with the sales team to ensure timely sending of offers and quotations to customers
- Providing administrative assistance to various departments, ensuring smooth interdepartmental communication and task execution
- Performing any other administrative or office-related tasks as required by the operation manager or team, ensuring flexibility and adaptability in meeting business needs
- This role requires an organized, detail-oriented individual with strong communication skills and the ability to multitask efficiently in a fast-paced environment

Your skills:

- Degree or Diploma in business administration or any related field; Additional education or certification in office administration is a plus
- Proven experience in an administrative role or similar position is preferred
- Strong organizational skills with the ability to multitask and prioritize tasks effectively

We offer:

- Competitive compensation package with performance-based incentives
- Opportunities for career growth and professional development
- A dynamic and collaborative work environment focused on innovation and customer success

If you are interested in this exciting and varied task, please send your short application (cover letter and updated CV) to bewerbung@hauff-technik.de to the attention of Ms. Nathalie Plaschyk, Tel. 164. If you have any questions, please contact us.