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Office Coordinator

Hiring organization
The Global Nexus Group

Date posted
November 1, 2025

Valid through
19.08.2026

Job Location
15th Floor, Gold Tower, Sheikh Zayed Road, 7528, Dubai, Dubai, United Arab Emirates
Remote work from: UAE

Base Salary
USD 2800 - USD 3500

Qualifications
Graduate Pass (Bachelor's Degree or Equivalent)

Employment Type
Full time

Experience

1-2 years of experience in an Administrative or Coordination role.

Skills

Strong organisational and time management skills, excellent written and verbal communication in English, proficiency in MS Office Suite (Word, Excel, Outlook), attention to detail, proactive problem-solving, and a professional, positive demeanor.

Responsibilities

Managing daily office operations and administration, coordinating internal and external communications, maintaining office supplies inventory and equipment, assisting with scheduling and travel arrangements, and supporting various departments with clerical tasks.

Description
The Global Nexus Group is seeking a highly organised and proactive **Office Coordinator** to become the backbone of our administrative operations in the vibrant and dynamic city of **Dubai, United Arab Emirates (UAE)**. This is a critical role for an individual who thrives in a fast-paced environment and possesses the reliability and skills to ensure the smooth, efficient functioning of our office. We are targeting lower-level or candidates with some relevant experience who are eager to advance their careers on an international stage.

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Key Components of the Role:

As an Office Coordinator, you will be the central point for all administrative activities. Your **responsibilities** will encompass a wide range of essential tasks:

- Managing and maintaining efficient office procedures and electronic/physical filing systems.
- Serving as the primary point of contact for external visitors, calls, and correspondence, maintaining a professional front-of-house presence.
- Coordinating staff schedules, meeting room bookings, and managing executive travel arrangements.
- Monitoring and ordering office supplies, ensuring all equipment is well-maintained and functioning.
- Assisting in the preparation of reports, presentations, and general documentation for senior management and various departments.
- Handling basic bookkeeping, managing petty cash, and processing expense reports with high accuracy.

The ideal candidate will hold a **Graduate Pass** (Bachelor's Degree or Equivalent) and have **1-2 years of experience in an Administrative or Coordination role** . Crucial **skills** for success include: **Strong organisational and time management skills**, **excellent written and verbal communication in English** , a high degree of **proficiency in MS Office Suite (Word, Excel, Outlook)** , **attention to detail**, a proactive approach to **problem-solving**, and a **professional, positive demeanor**. Your ability to juggle multiple priorities while maintaining a structured workflow is key.

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