



## Job Description

### Company Overview:

Sentro Space in Dubai (a co-working space initiative) in world class tower named The Onyx, located on most prestigious road of Dubai, Sheikh Zayed Road, in the locality called greens. Modern Design and lovely breathtaking views and edging technology makes it a unique place to enjoy working hours.

Sentro Space offices are located on levels 11 of Onyx Tower-2.

For More about Sentro Space, Visit- [www.sbcdubai.com](http://www.sbcdubai.com)

### Position: Office Manager | Sentro Space

#### Requirements:

- Min qualification - Graduate
- English speaking and writing perfect.
- Experience in attending calls and multi task.
- Office- admin (copying/printing/tea/coffee/attending calls/emails/couriers/day to day stationary requirements and other office fillers, sales communication with client, showcasing product to client, handling meeting room bookings etc.)
- 6 working days.
- Any nationality
- Female only.
- 10 hours a day.
- Arabic basic knowledge is preferred.
- Driving

#### What we provide:

- Work Visa
- Best salary.
- Luxurious atmosphere.

**Note:**

- Kindly send your CV with your last drawn salary proof on [info@sbcdubai.com](mailto:info@sbcdubai.com) and [partner@sbcdubai.com](mailto:partner@sbcdubai.com)
- Your Salary expectation with reason to leave your previous organization
- Name of Last Employer
- Email: [info@sbcdubai.com](mailto:info@sbcdubai.com) and [partner@sbcdubai.com](mailto:partner@sbcdubai.com)
- Phone Number: +971 5018 42869

Our Location: 1107,11th Floor, Sheikh Zayed Road, The Onyx Tower 2, The Greens - Dubai - United Arab Emirates