

Operations Administrator, Arabic & English speaking - Bahrain

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Company: Tanqeeb

Location: Manama

Category: other-general

Gallup Bahrain is looking for an experienced Operations Administrator, who will coordinate various office activities and administratively support the local team.

We are looking for an individual who can maintain the highest standards of personal integrity and confidentiality whilst juggling multiple duties in a fast-paced, hybrid environment.

Ideally, you will have previous administration or reception experience—both of which would set you up for success in this unique admin role. Gallup will particularly suit you if you have a flexible and open-minded approach to work and are willing to “roll up your sleeves” to get the job done. If you’re ready to be part of the team and help us fulfil our mission of changing the world, join us, and put your greatest strengths to work.

What You’ll Be Doing

Office administration and supplies management

Travel organization for the team

Scheduling of coaching calls in English and Arabic

Expense report management for the Managing Consultant

Vendor/Supplier registrations and ongoing coordination of these relationships

Translation of vendor management documentation and proofreading/editing of Arabic

translations

Arabic translations for smaller jobs

Account receivables support – collections and following-up on past due invoices

Organizing and managing various events for the office

Arranging well-being events for staff

Parcel shipping management–liaising with local couriers

Project support, note-taking on some client calls and ensuring we meet required deadlines

Other ad hoc duties as required

What You Need

Three years of previous relevant experience is preferred

Expertise and proven proficiency in Microsoft Word, Outlook, PowerPoint, and Excel is required

Candidates must be fluent in English and Arabic

What We Offer

We build exceptional workplaces, starting with our own. We focus on developing your strengths – what you do *right* rather than what you do wrong – and helping you be engaged at work. When you work at Gallup, you'll benefit from the following:

An individualized and flexible work schedule

A comprehensive benefits package including competitive salary and health insurance.

A strengths-based, engagement-focused, and performance-oriented culture

World-class managers who support, position, empower and engage you

Ongoing learning and development opportunities

Mission-driven work that changes the lives of people around the world

Learn more about life at Gallup .

Gallup is an equal opportunity/affirmative action employer that celebrates, supports, and promotes diversity and inclusion. We will consider all qualified applicants without regard to race, colour, religion, sex, national origin, disability, sexual orientation or gender identity, or any other legally protected basis, in accordance with applicable law.

Agencies : we are not partnering with agencies for this role nor accept unsolicited resumes and will not be responsible for any fees or expenses related to such unsolicited resumes and/or applicants.

Primary Location

Bahrain-Manama

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