BAUPOWERGROUP
WE SECURE WHAT MATTERS

Swiss Quality. Global Reach.

Office & Accounts Administrator

Baupower Middle East LLC | UAE · Start: Immediately

THE ROLE

Baupower Middle East LLC, the regional arm of Bau Power Group AG (Switzerland), is establishing its UAE operations and looking for a reliable, hands-on Office & Accounts Administrator. You will be the backbone of our local office – handling finance, HR administration and day-to-day operations.

YOUR RESPONSIBILITIES

- Bookkeeping: accounts payable/receivable, expense tracking, bank reconciliations
- Preparing and issuing invoices, following up on outstanding payments
- Employee registration, onboarding administration and HR documentation
- Visa applications & processing; work permits, residency, Emirates ID
- PRO tasks: government liaisons, document attestation, official submissions
- Office administration: correspondence, filing and document management
- Errands: government offices, banks, courier services and supplier visits

YOUR PROFILE

- Fluent English (written & spoken) and a valid UAE driving licence – both are mandatory requirements
- Experience in office administration and/or bookkeeping – UAE experience is a strong plus
- Familiarity with UAE business processes: visa, labour law, trade licence, PRO tasks
- Proficient in MS Office (Excel, Word, Outlook) and accounting software
- Arabic is a strong advantage
- Reliable, proactive and well-organised – you take ownership and get things done
- Discreet and trustworthy when handling confidential company and personnel information

WHAT WE OFFER

- A varied, independent role with real responsibility from day one
- Competitive salary package based on experience
- International, friendly team with flat hierarchy
- Direct collaboration with regional and Swiss management

Send your application to:

office.dubai@baupowergroup.com

+971 50 473 3424

People Build Progress