

JOB TITLE	Executive Assistant
LOCATION	UAE
EMPLOYMENT	Permanent

DESCRIPTION OF FUNCTION

Our client is currently searching for an Executive Assistant to be based in the United Arab Emirates.

JOB RESPONSIBILITIES

MAJOR FUNCTIONS

- Undertakes a variety of administrative and executive support related responsibilities in order to ensure effective and efficient operations. Performs highly responsible, confidential and complex administrative/secretarial tasks.

ESSENTIAL FUNCTIONS

Administrative Support Responsibilities

- Identifies and implements improvements and modifications to clerical and administrative procedures in order to ensure the highest standards of clerical/administrative support to business activities.
- Coordinates external business affairs, including arranging appointments and all relevant paperwork and logistics
- Manages the calendar, interacting with both internal and external executives and/or their relevant offices to coordinate a variety of meetings.
- Prioritises and manages multiple activities simultaneously relating to the Manager's responsibilities, and follow through on issues in a timely manner.
- Overseeing IT, office set-up and infrastructure changes, such as décor, display literature, and meeting rooms.
- Assisting with event organisation on an ad hoc basis ranging from creating an invitation database to arranging the whole event and all related elements.

Documentation

- Drafting, editing and proof-reading letters, e-mails, and other documents such as biographies, speeches and promotional material.
- Establishes and maintains documentation management system to ensure ease of access to required information/documentation at all times.

Reporting and Communication

- Reports to Manager on all business related matters.
- Maintains and exhibit an excellent working relationship with all members of staff.
- Ensures respectful and relevant representation of Manager to those external to the business.

Continuous Development of Position

- Conducts research on administrative/clerical best practices. Maintains professional and technical knowledge by attending educational workshops and benchmarking professional standards relating to ADMIN/clerical work.

CAPABILITY PROFILE; KNOWLEDGE, SKILLS AND EXPERIENCE

REQUIRED MINIMUM QUALIFICATION & EXPERIENCE

- Bachelor degree in a commercial or business discipline
- Minimum of 10 years' experience, 5 of which are as a EA to a Chairman, President or CEO