

Adjunct Lecturer in Innovation and Entrepreneurship

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Company: AJMAN UNIVERSITY

Location: ajman

Category: other-general

CEO Personal Assistant

The Executive Assistant/Personal Assistant to the CEO will prepare/coordinate advanced information for the CEO on any occasion, as well as play an integral part in ensuring the CEO she serves is on top of his high priority tasks at various stages of the company.

Your responsibilities will include, but not limited to, the following:

Support to the CEO including email correspondence, handling phone calls, daily prioritization of communications and projects, note taking, expense reimbursement, meeting and/or event planning as needed and in collaboration with other leadership and team.

Prepare/coordinate advanced data and information for the CEO on any occasion.

Prepare business presentations utilizing advanced functions of PowerPoint, Word, Excel, and/or any other office productivity.

Engage with Board members, clients, employees, management and other stakeholders on behalf of the CEO.

Calendar management - Manage, organize, review and schedule meetings for the CEO, prioritizing tasks in alignment with business.

Proactively remind the CEO of events on the calendar and take initiative to ensure pre-preparation of the correct documents and materials for upcoming meetings.

Social Media Management - Manage, organize and schedule posts on social media platforms, as directed by the CEO.

Document/records maintenance/management for the CEO.

Coordinate all travel and logistics associated with CEO and Board.

Format information for internal and external communication - memos, emails, presentations.

Manage the collection, retention, and distribution of confidential and time-sensitive information.

Manage complex administrative work requiring the use of independent judgment.

Screen and direct phone calls and distribute correspondence as needed.

Requirements:

Must possess recognized private secretary.

Have excelled in supporting C-suite executives with a minimum of 5 years of experience working in a fast-moving and growing environment.

Extremely proactive, patient, dependable, with exceptional customer service. You are able to anticipate the needs of the CEO.

Must be discreet, especially in managing personal and confidential information that passes through the CEO.

Tech-savvy and comfortable in the use and integration of social media and technology.

High strategic aptitude with the ability to build collaborative relationships with a variety of personalities and leadership.

Entrepreneurial mindset focused upon consistently adding value to the role and the organization.

Excellent written and verbal communication.

Time management skills - Ability to prioritize how time is best spent, both for self, the leadership team, and the CEO.

Well organized and highly efficient.

Availability to work outside of core business hours as needed.

#J-18808-Ljbffr

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