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Admin Manager | Michael Page Abu Dhabi

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UAE National with Family Book (REQUIRED)

Minimum of 6 years of proven experience as an executive assistant, providing executive support to the C-suite or providing governance and administrative support to a well-established PMO
Hands-on experience in being organised and simultaneously managing multiple priorities in areas of stake-holder management, office management, travel arrangements and administrative coordination

Previous experience in manufacturing/energy industry would be an added advantage but is not necessary

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