

Administrative Assistant - Part Time (Fixed Term Contract)

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Company: Corporate

Location: Dubai

Category: healthcare-practitioners-and-technical

POSITION SUMMARY

Manage executive's calendar on a day-to-day basis. Handles travel arrangements and logistics. Create and maintain computer- and paper-based filing and organization systems for records, reports, documents, etc. Operate standard office equipment. Prepare letters, memos, announcements and other documents using word processing, spreadsheet, database, or presentation software. Process invoices, charge out, expenses Follow all company policies and procedures, ensure personal appearance is clean and professional, maintain confidentiality of proprietary information, and protect company assets. Develop and maintain positive working relationships with others, support the team to reach common goals, and listen and respond appropriately to the concerns of other employees. Speak with others using clear and professional language, and answer telephones using appropriate etiquette. Welcome and acknowledge all guests according to company standards, anticipate and address guests service needs, assist individuals with disabilities, and thank guests with genuine appreciation. Perform other reasonable job duties as requested by the immediate superior. CRITICAL TASKS Policies and Procedures Maintain confidentiality of proprietary materials and information. Protect the privacy and security of the company and coworkers. Follow company and department policies and procedures. Perform other reasonable job duties as requested by Supervisors. Communication Answer telephones using appropriate etiquette including answering the phone within 3 rings, answering with a smile in one's voice, using the callers' name, transferring calls to the appropriate person/department, requesting permission before placing the caller on hold, taking and

relaying messages, and allowing the caller to end the call. Speak to guests and co-workers using clear, appropriate and professional language. Prepare and review written documents (daily logs, business letters, memoranda, reports), including proofreading and editing written information to ensure accuracy and completeness. Working with Others Handle sensitive issues with employees and/or guests with tact, respect, diplomacy, and confidentiality. Support all co-workers and treat them with dignity and respect. Develop and maintain positive and productive working relationships with other employees and departments. Partner with and assist others to promote an environment of teamwork and achieve common goals.

General Administration Calendar management. Travel arrangements and logistics, Itineraries and etc. Concur expense processing. Billing submission and charge out. Invoice processing and submission Take meeting minutes and distribute as required. Populate reports from the Oasis system as needed. Updating holiday calendars and input vacations in the Oasys HR system Monthly submission of the department's attendance Maintain and manage TEAMS site. Maintain files and records.

CANDIDATE PROFILE - KEY TALENTS AND EXPERIENCE DESIRED

Education or Certification High school equivalent **Experience:** 3-5 years of administration or related experience. Previous experience with the Executive level is preferred. Previous experience and track record of managing Executive calendar, travel, and logistic is preferred.

Skills & Attributes Demonstrated experience interacting effectively as a team member with all levels of associates; ability to build and maintain effective relationships with a broad group of stakeholders. Able to influence, drive ideas and effectively address issues guiding others toward the accomplishment of identified goals. Able to think outside the box and bring innovative and cost-efficient approaches to attract the best candidates.

Critical Competencies Analytical Skills Computer Skills Decision Making Inter-Personal Skills Customer Service Orientation Teamwork Diversity Relationship Organization Detail Oriented Multi-tasking Time Management Skills Communication Computer Literate English Language Proficiency Telephone / Email Etiquette Personal Attribute Integrity Dependability Positive Demeanor Initiative.

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