

## EA to CEO – 8-Month Mat Cover

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Company: Irwin & Dow Careers

Location: dubai

Category: other-general

EA to CEO – 8-Month Mat Cover Jobs in Dubai, UAE by Irwin & Dow Careers |

ArabJobs.comEA to CEO – 8-Month Mat CoverIrwin & Dow Careers - Dubai, UAE Posted In

5/6/2013Apply For JobApplicants10 Views5566Job DescriptionA professional, effective and

self motivated Executive Assistant is required for maternity cover to provide support to the

Office of the CEO. Duties for this role will be varied and the ideal candidate will need to

have excellent interpersonal skills as well as time management skills. The ability to multitask

and remain calm under pressure, prioritising own work load and having a flexible working

attitude is paramount. The candidate should have a robust flexibility to cater for overtime on

occasion. Job Category ManagementJob RequirementsExperience Min: 2 YearsCareer

LevelSupervisor/ ManagerJob TypeFull TimeVacancies1 Open PositionsSalary

NegotiableGenderAnyDegree LevelAnyFaculty / Institute AnyMajor AnyAge

AnyNationalityAnyResidence Location AnyLanguages AnyOwn a CarAnyHave Driving

LicenseAnyJob SkillsThis is a varied role and supports a driven and very inspiring

gentleman. He travels 75 percent of his time and as such this role offers a great deal of

autonomy. Typical responsibilities include complex diary management, meeting and

conference call coordination, travel logistics, audio typing, and liaising with the Senior EA

and Office Manager in London on a daily basis. In addition to the corporate side of the

business, the role also involves some private support to the CEO's family on an ad hoc

basis.The role requires at least two years regional experience and preferably within a

financial services or a banking background. Exposure to senior level management and

advanced MS Office skills. Our client will provide sponsorship.About The CompanyIrwin &

Dow was established by two highly experienced recruitment professionals, Tracey Irwin and Jocelyn Dow. We provide a refreshing approach by working in close partnership with clients and candidates within the Business Support, Secretarial, HR & Finance sectors. Good staff are key to every business. We recognise and appreciate this, having over thirty years combined recruitment and executive search experience within the region. Our main aim is to provide a specialist service to clients preferring to work with a bespoke consultancy. Our values of discretion and diplomacy are paramount and our ultimate goal is to become a partner of choice for all our clients and candidates. Company Industry Recruitment Agencies Apply For Job Or share with friends Share this job to: Similar Jobs

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