

EA to CEO – 8-Month Mat Cover

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Company: Irwin & Dow Careers

Location: Dubai

Category: other-general

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EA to CEO – 8-Month Mat Cover Irwin & Dow Careers - Dubai, UAE Posted In 5/6/2013 Apply
For Job Applicants 10 Views 5566 Job Description A 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 Management Job Requirements Experience Min: 2 Years Career Level Supervisor/
Manager Job Type Full Time Vacancies 1 Open Positions Salary Negotiable Gender Any Degree
Level Any Faculty / Institute Any Major Any Age Any Nationality Any Residence Location Any
Languages Any Own a Car Any Have Driving License Any Job Skills This 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 Company Irwin & 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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