

United Arab Emirates Jobs Expertini®

EA to CEO

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Company: Tiger Recruitment

Location: dubai

Category: other-general

Position Overview: As an Executive Assistant, you will be a key player in supporting our executive team and ensuring the smooth and efficient operation of our business. This role requires a proactive, organized, and adaptable individual who can handle a variety of tasks and responsibilities with professionalism and confidentiality. Key

Responsibilities:
Administrative Support: Manage and maintain executives' schedules, appointments, and travel arrangements. Prepare and organize meetings, conferences, and events, including logistics, agendas, and materials.
Communication: Serve as the primary point of contact for internal and external stakeholders, including screening and directing phone calls, emails, and correspondence.
Documentation and Reporting: Prepare and edit reports, presentations, and documents as needed. Maintain accurate records and files, including confidential information.
Project Management: Assist in coordinating and managing projects, including tracking progress, deadlines, and deliverables.
Research and Analysis: Conduct research, gather data, and provide analysis to support decision-making and strategic planning.
Relationship Management: Build and maintain positive relationships with clients, partners, and team members. Coordinate and follow up on action items and commitments.
Ad-Hoc Support: Provide additional support and assistance as required, including personal tasks for executives.
Requirements:

Bachelor's degree in Business Administration, Management, or related field preferred. Proven experience as an Executive Assistant or similar role, ideally in a fast-paced environment. Excellent organizational and time management skills, with the ability to prioritize tasks and meet deadlines. Strong communication and interpersonal skills, with a

high level of professionalism and discretion. Proficiency in Microsoft Office Suite and other relevant software applications. Knowledge of office management systems and procedures. 3+ years EA experience to high level executive. Tiger is B Corp Certified. We are part of a global movement of businesses committed to improving social and environmental conditions around the world.

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