

United Arab Emirates Jobs Expertini®

EA to CEO

Apply Now

Company: Tiger Recruitment Ltd

Location: dubai

Category: other-general

Provide high-level administrative support to the leadership team
Manage complex calendars, schedule meetings, and coordinate travel arrangements
Handle confidential information with discretion and professionalism
Draft and edit correspondence, reports, and presentations
Act as a point of contact between executives and internal/external stakeholders
Assist with special projects and initiatives as needed
Help organize team days out, events, and incentives to foster a positive and collaborative work environment
Contribute to the overall success of the team with a proactive and can-do attitude
Qualifications: Minimum of 3 years of experience as an Executive Assistant
Previous experience in Hedge Fund or Startup environments is highly desirable
Bachelor's degree or strong A levels
Proficient in Microsoft Office suite and other relevant software
Exceptional organizational and time-management skills
Strong communication and interpersonal skills
Ability to thrive in a fast-paced, dynamic work environment
Proven ability to maintain confidentiality and handle sensitive information with discretion
4 day work week
Vibrant and collaborative team culture
Team days out and incentives
Opportunities for professional development and growth
If you are a highly motivated and ambitious individual with the required experience, we invite you to apply and be a part of our exciting journey
Disclaimer: Drjobs.ae is only a platform that connects job seekers and employers. Applicants are advised to conduct their own independent research into the credentials of the prospective employer.
We always make certain that our clients do not endorse any request for money payments, thus we advise against sharing any personal or bank-related information with any third party. If you suspect fraud or malpractice, please contact us via contact us page.
Our goal is to make hiring

as easy as possible. We find the right talent for every company, ensuring that each candidate finds a job they enjoy. Dr.Job FZ LLC provides 360-degree AI-powered recruiting and job search solutions. If you are looking for a job and haven't found your chance yet, you can upload your profile on our website and find thousands of opportunities globally!Our platform gives you the flexibility you need to thrive in today's market by allowing you to apply for all different kinds of jobs, whether they are full- or part-time, remote or on-site.

#J-18808-Ljbffr

[Apply Now](#)

Cross References and Citations:

1. EA to CEOPoliticaljobs Jobs dubaPoliticaljobs ↗
2. EA to CEOIsraeljobs Jobs dubaisraeljobs ↗
3. EA to CEOEcommercejobopportunities Jobs dubaEcommercejobopportunities ↗
4. EA to CEOSocialmediajobopportunities Jobs dubaSocialmediajobopportunities ↗
5. EA to CEOTollywoodjobsJobs dubaTollywoodjobs↗
6. EA to CEOAustinjobsJobs dubaiAustinjobs↗
7. EA to CEOVisualcontentcareeropportunities Jobs dubai
Visualcontentcareeropportunities ↗
8. EA to CEOGraduatejobsnearme Jobs dubaGraduatejobsnearme ↗
9. EA to CEOMalaysiajobsJobs dubaMalaysiajobs↗
10. EA to CEO Insurancejobs Jobs dubaInsurancejobs ↗
11. EA to CEO Radiologistjobs Jobs dubaRadiologistjobs ↗
12. EA to CEO Marketingjobs Jobs dubaMarketingjobs ↗
13. EA to CEO Ai-ml-jobs Jobs dubaiAi-ml-jobs ↗
14. EA to CEO Webdeveloperjobs Jobs dubaWebdeveloperjobs ↗
15. EA to CEO Managerjobsnearme Jobs dubaManagerjobsnearme ↗
16. EA to CEO Videoplatformjoblistings Jobs dubaVideoplatformjoblistings ↗
17. EA to CEO Europejoblistings Jobs dubaEuropejoblistings ↗
18. EA to CEO Searchukjobs Jobs dubaSearchukjobs ↗

19. [Ea to ceo Jobs Dubai ↗](#)
20. [AMP Version of Ea to ceo ↗](#)
21. [Ea to ceo Dubai Jobs ↗](#)
22. [Ea to ceo JobsDubai ↗](#)
23. [Ea to ceo Job Search ↗](#)
24. [Ea to ceo Search ↗](#)
25. [Ea to ceo Find Jobs ↗](#)

Source: <https://ae.expertini.com/jobs/job/ea-to-ceo-dubai-tiger-recruitment-lt-1968-28363/>

Generated on: 2024-05-03 by Expertini.Com