

United Arab Emirates Jobs Expertini®

EA to CEO

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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
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