

Executive Assistant - Emirati Abu Dhabi

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Company: Kearney

Location: Dubai

Category: healthcare-practitioners-and-technical

Job Description

Position Title

Executive Assistant

Department

Office Services

Reporting Manager

EA Team Leader

Location

Dubai

Primary Functions and Responsibilities

- The role of the Executive Assistant (EA) is to provide critical administrative support to the Principal and Partners of the company and undertakes administrative functions to ensure that their operational, project-based and business development requirements are carried out effectively and efficiently
- The EA is self-motivated and should exercise independent judgement in performing the role; while at the same time work as part of a team providing cover and assistance when required
- The EA will act as the first point of contact for any visitors to the office, or those calling Reception. The EA will be required to multi-task and prioritize typical Reception duties as well as EA tasks related to supporting their Leadership team
- The position requires thorough knowledge of the Leaderships teams business needs and

is expected to maintain a working knowledge of the Firm, relevant practice areas and the industry in general

- Support requirements are often confidential in nature, which requires discretion and professionalism at all times

Responsibilities: Partner/ Principal support

- Act as a liaison and first point of contact with internal and external customers, vendors, and team members, interacting with them in a professional and timely manner. Similarly, review, filter and respond to incoming and outgoing correspondence, emails and calls appropriately

- Draft excellently written communications, reports, presentations, and spreadsheets of a standard to be communicated company-wide or with top clients

- Manage professional calendar(s) by coordinating appointments, prepare meeting agendas, take meeting minutes, book conference rooms, catering and other logistics when planning bigger events

- Arrange extensive travel requests, often changing at the last minute for multiple colleagues

- Effectively manage and utilize the CRM system and assist with business development by establishing appropriate relationships with client contacts

- Review daily news feeds, articles and security updates and relate to consultants or practice areas as appropriate. Conduct research and generate reports by collecting data from various tools

- Manage, submit and reconcile timesheets, expenses, credit card statements and payments

- Assist with onboarding of new Partners and Principals, liaising with other departments as required; ensuring the new Partner/Principal is included in the practice area

communications and calls. Draft and coordinate internal and external announcements

- Support with performance management processes: enter EPE (engagement performance evaluation) feedback into online system; provide administrative support on career roadmaps; coordinate with consultants' mentees; support special selection committees review package, scheduling, and logistics

Responsibilities: Project Support

- Review, format, proofread and prepare documents and presentations, adhering to A.T. Kearney's standards

- Coordinate project set-up for new engagements: communicating the team SharePoint site, managing permissions and ensuring all is in order on client site (security/ID badges, printer access, etc.)

- Understand and compile financial documents necessary to open a job, leverage WIP tracking, and manage client invoicing and payment processing where applicable
- Support proposal efforts by conducting research (to create board member maps) and providing up-to-date Firm data
- Provide general administrative support and coordination (printing, submission of RFP's, at times required to manage portals which your team depend on for updates in relation to project updates and RFPs, RFIs, set-up Outlook calendar to track vacation, training, and other activities, establish Outlook distribution lists)
- Involved in practice area initiatives, prepare meeting agenda's, coordinate with speakers, prepare summary pipeline slides and additional charts or research as required
- Maintain professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies

Responsibilities: Firm Building

- Understanding and keeping up to date with the business organization structure, policies, goals, and objectives, trainings
- Awareness of (and participation where appropriate) office events, recruiting, alumni outreach, social and charitable events, trainings, coffee & connects/teach ins and other activities
- Support, onboard and mentor your new joiner colleagues, coordinate with new joiner onboarding and support with Buddy programme and listen and learns.

Experience / Education / Abilities

- Strong English both oral and written, Arabic is advantageous
- College degree or equivalent hands-on work experience
- 3 years EA experience in a professional services industry
- Exceptional task prioritization, able to work on own initiative
- Excellent analytical, administrative, organizational and time management skills
- Outstanding interpersonal skills, able to interact effectively at all levels
- High levels of initiative, resourcefulness, responsiveness. Able to identify problems, anticipate others' needs and take proactive action where appropriate
- Handle sensitive information in a confidential manner
- The role requires the candidate to be flexible and adaptable, they need to be available to support the needs of the business/their team outside of normal office hours to ensure smooth

operations

- Sound judgment with independent decision making
- Occasional travel required
- Proficient in MS Office

Language Requirements

Arabic/ English

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