

United Arab Emirates Jobs Expertini®

Executive Assistant

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Company: Chief Block

Location: United Arab Emirates

Category: healthcare-practitioners-and-technical

Company Description Luna PR is a global PR and marketing agency based in Dubai. We specialize in web3, crypto, blockchain and emerging tech clients. We work with events, startups, and businesses worldwide to provide customized PR plans and increase brand awareness and reputation. Our team combines their knowledge in technology and communication to provide a unique and effective approach for each client. We are now looking for an Admin Assistant to join our team! **Job Overview:** We are seeking a highly organized and detail-oriented Administrative Assistant to join our team at Luna PR. The ideal candidate will provide comprehensive administrative support to ensure the smooth functioning of our office operations. **Responsibilities:** Manage office correspondence, including answering phone calls, responding to emails, and handling inquiries in a professional manner. Coordinate and schedule appointments, meetings, and events for senior management and team members. Prepare and distribute internal and external communications, including memos, letters, and reports. Maintain and organize office files, records, and documentation in both physical and digital formats. Assist in the coordination of travel arrangements and accommodations for team members. Assist in the preparation of service agreements and other client deliverables. Monitor office supplies inventory and place orders as needed to ensure adequate stock levels. Assist in the onboarding process for new employees, including preparing paperwork and organizing orientation sessions. Provide general administrative support to team members as required. **Requirements:** Proven experience as an administrative assistant or similar role. Excellent organizational and time management skills, with the ability to multitask and prioritize tasks effectively. Strong attention to detail and accuracy in work.

2 years of work experience in the same role in UAE Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and other office software. Excellent written and verbal communication skills in English. Ability to maintain confidentiality and handle sensitive information with discretion. A proactive and collaborative approach to work, with the ability to work independently and as part of a team. Previous experience in a PR agency or similar environment is preferred but not required. Benefits: Competitive salary Health insurance coverage Annual leave entitlement Professional development opportunities Dynamic and supportive work environment This is a full-time on-site role working 5 days a week from Monday-Friday 9-5pm. Please apply with your CV in PDF format to be considered. Thank you! Powered by JazzHR

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