

## Executive Secretary

[Apply Now](#)

Company: ADCB Abu Dhabi Commercial Bank

Location: Abu Dhabi

Category: healthcare-practitioners-and-technical

### Executive Secretary **Job Description**

To provide secretarial and administrative support to the assigned executive to ensure the Group and its' business functions operate to the required standards.

Provide executive support and manage line manager's diary, appointments, telephone calls, visitors and business travel with the required levels of confidentiality in line with the standards required in order to provide day to day support.

Handle and organise correspondence, key documents and records relating to the Group to ensure all are produced, managed and maintained in line with the required level of confidentiality and standards.

Provide administrative support to the Group by handling queries, petty cash expenses, completing paperwork and ad hoc requests, managing bookings, ordering supplies to ensure the continuous operation of the Group.

Collate information to produce presentations and reports as requested by the line manager to ensure accurate preparation for meetings.

Manage self and team in line with ADCB's people management policies, procedures, processes and practices to ensure adherence and to maximise own and employee contribution to business performance.

Organise and supervise the activities and work of the team to ensure that targets and

objectives are achieved and the business plan is delivered in line with the required policies, processes, procedures and systems.

Implement approved departmental policies, processes and procedures, and ensure employee adherence so that work is carried out to the required standard while delivering the required standards of service to customers and stakeholders.

Manage and motivate the team to ensure they contribute to, and participate in, the identification and implementation of change initiatives, programmes and projects in line with the Bank's standards.

Demonstrate Our Promise and apply the ADCB Service Standards to deliver the Bank's required levels of service in all internal and external customer interactions.

## **Skills**

At least 4 years of experience in administration with a working knowledge of the Banking environment.

Diploma in Business Administration or equivalent

Word, Excel and PowerPoint skills

Analytical skills

Solid experience in handling a wide range of correspondence independently with strong organisational skills

Job ID JB5054296

[Apply Now](#)

## **Cross References and Citations:**

1. [Executive Secretary](#) [Biologyjobs](#) [Jobs Abu Dhabi](#) [Biologyjobs](#) ↗

2. [Executive Secretary ExpertiniJobs Abu Dhabi Expertini](#)
3. [Executive Secretary Searchcanadajobs Jobs Abu Dhabi Searchcanadajobs](#)
4. [Executive Secretary Lisbonjobs Jobs Abu Dhabi Lisbonjobs](#)
5. [Executive Secretary Searchcanadajobs Jobs Abu Dhabi Searchcanadajobs](#)
6. [Executive Secretary PsychologistjobsJobs Abu Dhabi Psychologistjobs](#)
7. [Executive Secretary Presidentjobs Jobs Abu Dhabi Presidentjobs](#)
8. [Executive Secretary Pinkcollarjobs Jobs Abu Dhabi Pinkcollarjobs](#)
9. [Executive Secretary Financialjobs Jobs Abu Dhabi Financialjobs](#)
10. [Executive SecretaryInsurancejobs Jobs Abu Dhabi Insurancejobs](#)
11. [Executive SecretaryTokyojobsJobs Abu Dhabi Tokyojobs](#)
12. [Executive SecretaryJobscareerscentralJobs Abu Dhabi Jobscareerscentral](#)
13. [Executive SecretaryNeurologistjobs Jobs Abu Dhabi Neurologistjobs](#)
14. [Executive SecretaryProgrammingjobsnearmeJobs Abu Dhabi Programmingjobsnearme](#)
15. [Executive SecretaryNyjobscentral Jobs Abu Dhabi Nyjobscentral](#)
16. [Executive SecretaryEducareer Jobs Abu Dhabi Educareer](#)
17. [Executive SecretaryWebdeveloperjobs Jobs Abu Dhabi Webdeveloperjobs](#)
18. [Executive SecretaryDoctorjobsnearme Jobs Abu Dhabi Doctorjobsnearme](#)
19. [Executive secretary Jobs Abu dhabi](#)
20. [AMP Version of Executive secretary](#)
21. [Executive secretary Abu dhabi Jobs](#)
22. [Executive secretary Jobs Abu dhabi](#)
23. [Executive secretary Job Search](#)
24. [Executive secretary Search](#)
25. [Executive secretary Find Jobs](#)

Source<https://ae.expertini.com/jobs/job/executive-secretary-abu-dhabi-adcb-abu-dhabi-comme-1edb3bc12d/>

Generated on: 2024-05-06 by [Expertini.Com](#)