

Executive Secretary

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Job Description

Role : Executive Secretary

Location Abu Dhabi

Role Purpose:

The Executive Assistant / Secretary will provide administrative support and responsible for ensuring the smooth operation of the office and performing various administrative tasks to facilitate the efficient functioning of the department. The ideal candidate should have exceptional organizational skills, effective communication abilities, and the ability to multitask in a fast-paced environment.

Key Accountabilities Of The Role

Taking minutes of meeting that accurately reflect the decisions and discussion took place during the meeting.

Manage and organize the schedule, including arranging appointments, meetings, and conferences.

Coordinate and prioritize incoming requests and correspondences, ensuring timely responses and appropriate action.

Prepare and edit documents, presentations, and reports.

Perform general administrative duties, such as filing, photocopying, and scanning, ensuring all files are well-organized and easily accessible.

Handle and screen incoming calls and emails, providing information and routing messages to the appropriate personnel.

Prepare meeting agendas, record minutes, and distribute meeting materials and follow-up actions.

Coordinate travel arrangements, including flight and hotel bookings, visa applications, and itinerary creation.

Maintain office supplies inventory and ensure stock levels are adequate.

Assist in preparing budget reports and tracking expenses.

Liaise with internal and external stakeholders, building and maintaining positive relationships.

Handle sensitive and confidential information with integrity and discretion.

Specialist Skills / Technical Knowledge Required for this role:

Diploma or equivalent. Additional certifications or relevant qualifications are a plus.

Bilingual (Arabic & English)

Proven work experience as an Executive Assistant or Secretary, preferably in the banking or financial sector.

Proficient in MS Office applications (Word, Excel, PowerPoint, Outlook).

Exceptional organizational and time management skills.

Strong verbal and written communication abilities.

Ability to effectively prioritize tasks and meet deadlines.

Excellent attention to detail and accuracy.

Ability to work independently and in a team environment.

Professional demeanor with a positive attitude.

Discretion and confidentiality in handling sensitive information.

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