

Executive Secretary

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Company: Areej Properties

Location: Dubai

Category: healthcare-practitioners-and-technical

Job description

Company Description

Areej Group is looking for a Secretary

Role Description

This is a full-time on-site role for a Secretary position. The Secretary will be responsible for administrative support, managing phone calls and emails, organizing paperwork, scheduling meetings, and assisting the team in daily tasks.

Qualifications

Clerical Skills and Executive Administrative Assistance

Strong Communication skills in English; bilingual in Arabic is a plus

Experience in Company Secretarial Work is preferred

Excellent Customer Service skills

Proficient in Microsoft Office (Word, Excel, PowerPoint)

Strong Organizational and Time-Management skills

Ability to multitask and work under pressure in a fast-paced environment

Bachelor's degree in Business Administration, Secretarial Studies, or related field is preferred

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