

Executive Secretary

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Company: BelleoFX

Location: Dubai

Category: healthcare-practitioners-and-technical

Role Description

This is a full-time on-site role for an Executive Secretary in Dubai. The Executive Secretary will be responsible for clerical tasks, client communication, company secretarial work, executive administrative assistance, and customer service.

Qualifications

Excellent clerical skills, including organization, data entry, and record-keeping

Strong communication skills, both verbal and written

Experience in company secretarial work, including board support and governance, compliance, and legal document management

Experience in executive administrative assistance, including calendar management, scheduling, and travel arrangements

Customer service experience, with a focus on customer satisfaction and issue resolution

Proficiency in Microsoft Office Suite and Google Apps

Experience in the financial industry is a plus

Associate or Bachelor's degree in Business Administration, Communication, or related field

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