

## Executive Secretary

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Company: Emirates

Location: Dubai

Category: healthcare-practitioners-and-technical

### Job Purpose

**JOB PURPOSE:-** To control and manage the administration of the Department in addition to providing confidential secretarial/administrative services. **JOB ACCOUNTABILITIES LINKED TO OBJECTIVE AREAS:** - Monitor the daily schedule of the Departmental Head/Manager and furnish required information/documentation for meetings/appointments, by co-ordinating with sources within and outside the Department.- Provide secretarial services to the Departmental Head/Manager by attending to routine administrative paper work- Screen incoming mails and telephone calls, action responses, re-direct correspondence and collate to the appropriate person obtaining additional information where necessary.- Supervise the Department's attendance records, overtime claims and verify such claims where necessary and ensure that overtime claims are processed and forwarded to Salary Admin. Department for payment.- Be fully conversant with the activities of the organisation in order to liaise effectively with senior executives and external contacts on behalf of the Departmental Head/Manager.- Maintain Petty Cash accounts by verifying authenticity of claims ensuring figures are accurately recorded. Control and handle cash transactions to bring accounts to balance.

### Qualifications & Experience

**Qualifications:**12 Years schooling or equivalent  
**Experience :**3+ Years Administration  
**General Knowledge/Skills-** Secretarial qualification preferable- At least 4 years' experience in an administrative capacity in a medium or large size company with administrative skills.- Must be fully competent in MS Office applications.- Fluency in spoken and written English, pleasant

telephone etiquettes and the ability to prioritise work.

## Salary & Benefits

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