

Executive Secretary

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Company: Makeen Properties

Location: Dubai

Category: healthcare-practitioners-and-technical

Job Description

Maintain executive's agenda and assist in planning appointments, board meetings, conferences etc.

Attend meetings and keep minutes

Receive and screen phone calls and redirect them when appropriate

Handle and prioritize all outgoing or incoming correspondence (e-mail, letters, packages etc.)

Make travel arrangements for executives

Handle confidential documents ensuring they remain secure

Prepare invoices or financial statements and provide assistance in bookkeeping

Monitor office supplies and negotiate terms with suppliers to ensure the most cost-effective orders

Maintain electronic and paper records ensuring information is organized and easily accessible

Conduct research and prepare presentations or reports as assigned

Qualifications

BA in any business-related field

Additional Information

Skills & Professional Requirements:

Proficient in MS Office and “back-office” software (e.g. ERP)

In depth knowledge of office management and basic accounting procedures as well as technical vocabulary of relevant industry

Familiarity with basic research methods and reporting techniques

Excellent organizational and time-management skills

Outstanding communication and negotiation abilities

Integrity and confidentiality

Degree in business administration or relative field

Excellent interpersonal and multi-tasking abilities

Strong sales, negotiation, and communication skills

Pleasant and trustworthy

Experience Requirements:

Proven experience as executive secretary or

Minimum 5 years of experience in the same role

Driving License is mandatory.

Arabic Speaking is an advantage.

Nationality Preference: Any

Attributes and Behaviours:

Excellent interpersonal and communication skills

Excellent problem solving and Decision-making skills.

To have an eye for detail in all aspects that the position requires

To be a team player while having the ability to work unsupervised as required.

Be organized and have the capacity to work under pressure and make deadlines.

To be able to work flexible hours if so required

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