

Executive Secretary

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Company: Dautom

Location: Sharjah

Category: healthcare-practitioners-and-technical

Job Description

With reference to the above subject, and based on the Higher Management request, please note that we are looking forward to hire an Executive Secretary for Directors Office based on the following requirements:

- * Performs clerical and administrative tasks such as drafting letters, memos, reports, invoices. Etc for Director Office
- * Provides High-level administrative support and assistance to the Director
- * Maintaining Directors agenda and coordinate appointments, board meetings, conferences.. etc
- * Excellent and experienced in drafting professional and formal letters in both (Arabic/English) language
- * Handling Directors requests and keeping it confidential

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