

Marc Kirsten GmbH: Personal Assistant

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Company: join.com

Location: Dubai

Category: healthcare-practitioners-and-technical

Marc Kirsten GmbH is looking for a Personal Assistant

If you're young ambitious lady, willing to enhance your travel and network opportunities and get wide and interesting job experience — you're a perfect candidate for us! Interested Hurry up to check the details below!

Tasks

Maintain schedule of calls and meetings

Execute organizational tasks to ensure smooth daily operations

Manage living arrangements and coordinate

Contribute to overall efficiency in various tasks

Be a good communicator

Requirements

Job experience in service, management or hospitality

English B2+

Being not attached to the place(the job requires a lot of travelling)

Broad-minded, open to changes, critical thinking

Benefits

We provide

Accommodation and mostly cover daily needs

Visa processing for work trips

Salary according to the market

Apply now to become a part of our team!

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