

## MPM Support Executive

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Company: Allianz Partners

Location: dubai

Category: other-general

Support to drive the strategy and objectives devised by the Regional Head of MPM MEA. Arrange daily appointments for the Regional Head of MPM MEA which includes managing their calendar and meetings. Manage daily administrative work (handling calls, processing business correspondence, emails, travel booking). Support planning and delivery of MPM MEA regional workstreams as part of key strategic activities, working in close collaboration with the Regional MEA MPM team, plus MPM Global and Central teams. Collaboration with wider MPM function and other stakeholders across the business. Support delivery and maintenance of regular (weekly / monthly) dashboards and reporting on delivery against strategic MEA objectives, Regional, Global and Regulatory Projects to Regional Head of MPM MEA. Data collection and preparation for MPM MEA Commercial Reviews, Mid-Year and Year End Status updates. Attending to any ad-hoc dashboards/reports/presentation requirements in line with the MEA regional objectives. Support Regional Head of MPM MEA to ensure effective governance exists across the MEA region. Follow-up on monthly reporting and steering of the projects related to MPM MEA. Communicate regularly, effectively and efficiently with MEA Regional, Global and Central teams. Support on projects (Global/Regional/Local Regulatory) as and when assigned by the Regional Head of MPM. Assist in the regular review of governance processes including analyzing existing processes, and implementing changes, documenting new processes and procedures to support compliance, continuous improvement and innovative best practice in governance. Support with compliance, maintenance and updates of desktop procedures, checklists etc. Maintain a high level of confidentiality at all times. Support Head of Function in

documentation and monitoring of the Local & Regional DOAP (Delegation of Authority Policy). Timely escalation to Regional Head of MPM for any deviations from the companies objectives and vision. Ability to deliver on admin targets set locally, regionally & globally. Adapt to the Allianz Partners Systems Infrastructure within all lines of businesses. Other activities as directed by the Regional Head of MPM MEA from time to time. Disclaimer: Drjobs.ae is only a platform that connects job seekers and employers. Applicants are advised to conduct their own independent research into the credentials of the prospective employer. We always make certain that our clients do not endorse any request for money payments, thus we advise against sharing any personal or bank-related information with any third party. If you suspect fraud or malpractice, please contact us via contact us page. Our goal is to make hiring as easy as possible. We find the right talent for every company, ensuring that each candidate finds a job they enjoy. Dr.Job FZ LLC provides 360-degree AI-powered recruiting and job search solutions. If you are looking for a job and haven't found your chance yet, you can upload your profile on our website and find thousands of opportunities globally! Our platform gives you the flexibility you need to thrive in today's market by allowing you to apply for all different kinds of jobs, whether they are full- or part-time, remote or on-site. #J-18808-Ljbffr

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