

United Arab Emirates Jobs Expertini®

Office Manager/PA

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Company: Lobo Management Services

Location: dubai

Category: other-general

Office Manager/PAPermanent position in a family office with global business interests across various industries.The following qualities and skills are essential for the role:-Mature, responsible and energetic;-Professional, discreet and trustworthy;-Dedicated and highly organised;-Able to deliver the highest standard of service at all times;-Able to multitask and prioritise tasks;-Able to anticipate and respond appropriately;-Commercially aware;-IT literate;-Strong interpersonal skills and positive attitude;-Able to handle confidential information;-Able to work on own initiative;-Prior experience in free zone companies is an advantage.Main responsibilitiesinclude, but are not limited to the following:-Maintaining office systems, including data management and filing;-Producing documents, reports and presentations;-Arranging visas for employees;-Organising and maintaining diaries and making appointments;-Maintaining the condition of the office, general housekeeping;-Managing junior staff (drivers, cleaner);-Managing routine enquiries;-Maintaining stationary and equipment inventory;-Willing to assist other family members and company representatives as and when requested;-Ad-hoc duties including (but not limited to) reservations, research, event organising, and information compilation.

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