

# United Arab Emirates Jobs Expertini®

## Operations Executive Jobs In Dubai UAE 2023 | Charterhouse

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Company: Charterhouse

Location: Dubai

Category: other-general

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Description:

We are looking for a competent Executive Secretary to support high-ranking officials in our company. You will be the one to organize and maintain the executive's schedule and assist them by performing a variety of administrative tasks.

Responsibilities:

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

Requirements:

Proven experience as executive secretary or similar administrative role

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

#J-18808-Ljbffr

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