

PA to CEO

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Company: Michael Page

Location: dubai

Category: other-general

A leading, multinational pharmaceutical company is seeking a PA to CEO. Duties include:

- Complex diary management, managing across different time zones
- Extensive travel arrangements including visas, itineraries and last minute plans
- Creating presentations for conferences and meetings
- Coordinating small and large scale meetings for senior members
- Research for new projects and clients

To be considered for this role you must be Western educated and native English speaking. You must be mature with several years experience as an Executive Assistant in the region. You must be able to demonstrate you are proactive and can work autonomously. Due to CEO extensive travel plans, you will be required to work to your own initiative and take control of tasks and projects left with you. You must be a confident communicator and contribute to a two way partnership. You must be flexible, willing to take on urgent projects occasionally.

About The Company Michael Page is one of the world's leading professional recruitment consultancies, specializing in the placement of candidates in permanent, contract, temporary and interim positions with clients around the world. The Group has operations in the UK, Continental Europe, Asia-Pacific and the Americas. In the Middle East we focus on the areas of:

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- Banking & Financial Services
- Procurement
- Property & Construction
- Engineering & Supply Chain
- Oil & Gas
- Technical and Engineering
- Human Resources
- Sales
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The Group operates through 161 offices in 33 countries and employs over 5,000 employees worldwide.

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