

United Arab Emirates Jobs Expertini®

PA to General Manager

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Company: Hotel Chadstone Melbourne MGallery

Location: ras al khaymah

Category: other-general

Excellent knowledge of word processing. Responsible for the preparation of office correspondence using appropriate format, as set by the company, regarding fonts, logos, etc. Receives, opens, and sorts all incoming business mail and arranges for the mailing of outgoing office mail for the GM and HM. Handles all office correspondence and information with discretion and confidentiality. Maintaining and updating a conventional office filing system which provides for easy access to data requests. To maintain an electronic filing system on his/her assigned PC's hard disc. To keep meeting minutes when required. Answering, screening and transferring phone calls for the GM and HM. Schedules appointments for the GM and HM and keeps them informed and updated. Receives screens and welcomes office visitors in a courteous, professional manner at all times maintaining standards of hospitality established by their rank. Sees to the proper handling, use and maintenance of office equipment and supplies. Coordinates for cleanliness and maintenance in his/her own area, as well as in the GM's and HM's offices. Maintains an orderly and organised space. Acts as liaison and coordinator between the GM's and HM's offices and other departments and department heads. Maintains a professional and friendly relationship and approach with his/her counterpart in the owning company.

#J-18808-Ljbffr

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