

Personal Assistant

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Company: Aedas

Location: Dubai

Category: healthcare-practitioners-and-technical

Responsibilities: • Provide full spectrum of secretarial support services, including travel arrangement and independent correspondences. • Coordinate with both internal and external parties for meeting and projects • Assist in Ad-hoc or team assignments.

Requirements:

- Degree holder in related discipline with formal secretarial training is preferred.
- Minimum 3 years secretarial experience in supporting senior management member, preferably in MNC.
- Excellent command of both written and spoken English.
- Excellent organizational, communication and interpersonal skills
- Detail minded, a good team player and reliable in handling confidential information.
- Computer literate with good PC skills in using MS Office applications.
- Graphic Skills or PPT experience is preferred to design and format presentations that effectively convey project information.
- Capable in managing multiple tasks under tight deadlines and is willing to work under pressure.
- Exposure in architecture, interior design and construction firm is an advantage.

Aedas provides opportunities for long term career development with an expanding international practice. We offer attractive compensation and benefit package including 5-day work. Interested parties please send detailed CV, current and expected salary, availability by clicking

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