

United Arab Emirates Jobs Expertini®

Personal Assistant

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Company: Airhub Aviation

Location: Dubai

Category: healthcare-practitioners-and-technical

At Airhub Aviation, we pride ourselves on providing top-notch aviation services to our clients, ranging from ACMI operations to cargo operations. With our vast internal expertise, we successfully deliver complex solutions that meet the needs of our clients, ensuring their satisfaction.

We are currently seeking a reliable and professional Personal Assistant to provide comprehensive secretarial and administrative support to an Aerospace entrepreneur of European nationality (referred to as an executive). The ideal candidate should be fluent in English, proactive, detail-oriented, and capable of effectively managing a diverse range of tasks in a fast-paced environment.

Your primary duties will include managing calendars, scheduling meetings, making travel arrangements, organizing and maintaining records, and handling confidential information with the utmost discretion. Additionally, you may be required to assist with document preparation, presentations, and other ad-hoc administrative tasks as assigned.

The ideal candidate for this role should have excellent organizational and time management skills, strong attention to detail, and the ability to prioritize tasks. You should also possess effective communication and interpersonal skills to liaise with internal and external stakeholders. Maintaining a high level of professionalism and confidentiality is essential to succeed in this role.

If you are a proactive and dedicated individual eager to contribute to the smooth operation of a dynamic aviation company, we encourage you to apply for this position. We look forward to reviewing your application.

Responsibilities:

Efficiently handle and structure the executive's calendar, appointments, and meetings.

Prioritize and synchronize both personal and professional commitments

Arrange domestic and international travel, including flights, accommodations, and transportation. Ensure travel itineraries are well-planned and meet the executive's preferences

Ensure the executive's requirements are met by efficiently managing filing systems, data storage, and retrieval systems, including emails

Streamline communication with all contacts by promptly responding to emails, calls, and messages. Extend timely wishes and greetings on behalf of the executive for special occasions and events

Manage the executive's LinkedIn and other social platforms to enhance their professional image. Develop and curate content to maintain a cohesive and positive online presence

To provide full personal assistant support by dealing with all correspondence and calls, drafting routine letters to a high standard, taking messages, and performing other administrative tasks as required to support the Executive

Assisting with all aspects, including paying invoices and dealing with insurance, utilities, medical appointments, couriers, and vehicles

Execute diverse tasks and run errands to provide support for the executive and their family. Conduct research and gather information as required for both professional and personal purposes

Requirements

Minimum 3 years of proven experience as a Personal Assistant, preferably to CEO or board member

A bachelor's Degree in a relevant field is compulsory

Being highly fluent in written and spoken English is mandatory. Additional language fluency is a plus

Proven experience in social media handling and communications is mandatory

Proficiency in office software and technology tools

UAE Driver's license and own vehicle are mandatory

Candidate should be open to travel if required

Communication and strong negotiation skills are a must

Strong time management and organizational skills are mandatory

Benefits

Competitive, Tax-free Salary

Comprehensive Health insurance

30 days holiday per year

Learning and Development

Balanced work hours and work-from-home options

Free access to a fully equipped gym

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