

## Personal Assistant

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Company: AMS International UAE

Location: Dubai

Category: healthcare-practitioners-and-technical

### **Responsibilities: –**

Point of contact between the Director and internal/external parties

Manage Director's emails and diary and schedule meetings and appointments

Maintain Director's follow-ups

Attending and minuting meetings with the Director

Manage travel, accommodation, and transportation

Responsibilities may also extend to maintaining personal requirements for the Director

### **Requirements & Skills:**

Minimum 5 years as a Personal Assistant

Excellent verbal and written communications skills

MS Office and English proficiency

Discretion and confidentiality

Ability to multitask and prioritize daily workload

Outstanding organisational and time management skills

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