

Personal Assistant

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Company: Engel & Völkers Dubai

Location: Dubai

Category: healthcare-practitioners-and-technical

Engel & Völkers has been a trusted name in high-end real estate brokerage for over 45 years, with a global network of 1,000+ offices and 16,500+ agents across 5 continents. Our Dubai team consists of over 250 trusted agents, each focusing on premium residential and commercial properties, serving as experts in their respective areas. Engel & Völkers MENA is committed to helping our clients achieve their real estate goals.

Role Overview

Assistant will provide comprehensive support to one of our leading private office real estate agents. This role requires superior attention to detail, great organization and prioritization skills, the ability to plan ahead and meet tight deadlines, all while juggling multiple critical requests.

Responsibilities:

Calendar Management: Manage our private office real estate agent's calendar, schedule appointments, and ensure he is aware of all upcoming commitments.

Communication: Handle incoming and outgoing communication, including emails and phone calls.

Meeting Preparation: Prepare for meetings including drafting agendas, performing research, and organizing materials.

Travel Arrangements: Coordinate travel arrangements, both domestically and internationally.

Document Management: Assist with the creation of real estate contracts, updating of CRM, marketing materials, and other documents as needed.

Client Liaison: Act as a point of contact between our private office real estate agent and clients, providing excellent customer service and maintaining relationships.

Qualifications & Skillset:

Experience: Previous experience as a Personal Assistant or in a similar role is preferred.

Education: Bachelor's degree or equivalent experience.

Communication Skills: Excellent written and verbal communication skills in English.

Fluency in German is highly preferred. Knowledge of additional languages is a plus.

Organizational Skills: Strong organizational skills and the ability to multitask.

Computer Skills: Proficiency in Microsoft Office Suite (Word, Excel, Outlook).

Discretion: Ability to maintain confidentiality and act with discretion and integrity at all times.

If you are up for the challenge, have experience as a Personal Assistant, then we would like to hear from you!

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