

Personal Assistant

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Company: Lux-Sar Properties

Location: Dubai

Category: healthcare-practitioners-and-technical

Job description

We are seeking a skilled and organized Personal Assistant to provide comprehensive administrative support to our executive team. The ideal candidate will possess exceptional organizational skills, strong communication abilities, keen attention to detail, discretion, and the ability to handle sensitive information confidentially. Experience in administrative roles, proficiency in office software, and adaptability to fast-paced environments are also valuable assets.

Requirements:

- Bachelor's degree in business administration, communications, or a related field preferred.
- Proven experience in administrative roles, preferably supporting executive-level staff.
- Excellent organizational skills with the ability to prioritize tasks efficiently.
- Strong communication abilities, both written and verbal.
- Attention to detail and accuracy in all work.
- Discretion and the ability to handle sensitive information confidentially.
- Proficiency in office software, including Microsoft Office Suite.
- Adaptability to fast-paced and dynamic work environments.
- Fluent in English; proficiency in other languages is an advantage.
- Valid driving license mandatory.

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