

United Arab Emirates Jobs Expertini®

Personal Assistant

[Apply Now](#)

Company: NAFFCO ELECTROMECHANICAL CO. LLC

Location: Dubai

Category: healthcare-practitioners-and-technical

Personal Assistant Dubai - United Arab Emirates (UAE)

Experience: 2 - 5 yrs. | Opening: 1

Education: Any Graduation

Nationality: Any Nationality

Industry Type: Textiles Clothing / Apparels / Fashion / Accessories

Salary: AED 3,500 - 4,000 (\$946 - \$1,081)

Other Benefits: Medical Insurance, Paid Leaves, Visa

Functional Area: Secretary / Front Office / Personal Assistant (PA) Mar 3,2024

[Apply Now](#)

Job Description

Manage and maintain executive's schedules, appointments, and travel arrangements.

Organize and coordinate meetings, conferences, and events.

Prepare and edit correspondence, communications, presentations, and other documents.

Conduct research and compile data to prepare reports and documents.

Monitor, screen, respond to, and distribute incoming communications.

Liaise with internal staff at all levels.

Interact with external clients and vendors.

Manage and maintain office supplies and equipment.

Arrange and coordinate office services and facilities.

Perform general administrative tasks such as filing, photocopying, and ordering office supplies.

Desired Candidate Profile

Bachelor's degree in a related field.

Proven experience as a personal assistant or similar role.

Excellent organizational and time management skills.

Strong attention to detail and problem-solving abilities.

Proficiency in MS Office and other relevant software.

Excellent written and verbal communication skills.

Ability to prioritize and multitask in a fast-paced environment.

Discretion and confidentiality.

Professional demeanor and appearance.

Flexibility and adaptability.

Keyword: Personal Assistant , Administrative Assistant , Office Manager , Executive Assistant , Secretarial Apply Now

[Apply Now](#)

Cross References and Citations:

1. [Personal Assistant Canadianjobscentral Jobs Dubai Canadianjobscentral ↗](#)
2. [Personal Assistant Turkeyjobs Jobs Dubai Turkeyjobs ↗](#)
3. [Personal Assistant Traveljobs Jobs Dubai Traveljobs ↗](#)
4. [Personal Assistant Philadelphiajobs Jobs Dubai Philadelphiajobs ↗](#)
5. [Personal Assistant Thailandjobs Jobs Dubai Thailandjobs ↗](#)
6. [Personal Assistant Bluecollarjobs Jobs Dubai Bluecollarjobs ↗](#)
7. [Personal Assistant Restaurantjobsnearme Jobs Dubai Restaurantjobsnearme ↗](#)
8. [Personal Assistant Blockchainjobs Jobs Dubai Blockchainjobs ↗](#)
9. [Personal Assistant Softwareengineeringjobs Jobs Dubai Softwareengineeringjobs ↗](#)
10. [Personal Assistant Softwareengineeringjobs Jobs Dubai Softwareengineeringjobs ↗](#)
11. [Personal Assistant Workjobs Jobs Dubai Workjobs ↗](#)
12. [Personal Assistant Statisticsjobs Jobs Dubai Statisticsjobs ↗](#)
13. [Personal Assistant Devopsjobs Jobs Dubai Devopsjobs ↗](#)
14. [Personal Assistant Seojobs Jobs Dubai Seojobs ↗](#)
15. [Personal Assistant Interiordesignjobs Jobs Dubai Interiordesignjobs ↗](#)
16. [Personal Assistant ExpertiniJobs Dubai Expertini ↗](#)
17. [Personal Assistant Hongkongjobs Jobs Dubai Hongkongjobs ↗](#)
18. [Personal Assistant Mobileappjobs Jobs Dubai Mobileappjobs ↗](#)
19. [Personal assistant Jobs Dubai ↗](#)
20. [AMP Version of Personal assistant ↗](#)
21. [Personal assistant Dubai Jobs ↗](#)
22. [Personal assistant Jobs Dubai ↗](#)

23. **Personal assistant Job Search** ↗

24. **Personal assistant Search** ↗

25. **Personal assistant Find Jobs** ↗

Source: <https://ae.expertini.com/jobs/job/personal-assistant-dubai-naffco-electromechan-6347c83e22/>

Generated on: 2024-05-03 by Expertini.Com