

Personal Assistant

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Company: NAFFCO GROUP

Location: Dubai

Category: healthcare-practitioners-and-technical

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.

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