

United Arab Emirates Jobs Expertini®

Personal Assistant

Apply Now

Company: Quest Search and Selection

Location: Dubai

Category: healthcare-practitioners-and-technical

Join Our Team in Dubai! Seeking a Personal Assistant

Are you an organized and discreet professional looking for an exciting opportunity in Dubai?

We're searching for a reliable Personal Assistant to support a confidential family. If you're ready to take on a dynamic role, check out the responsibilities below:

Manage and organize calendars, appointments, and meetings.

Handle confidential information with the utmost discretion.

Assist with travel arrangements, including flights, accommodations, and itineraries.

Conduct thorough research and compile reports as needed.

Provide general administrative support to ensure smooth operations.

Prioritize tasks effectively and adapt to changing priorities.

Maintain strong communication with all stakeholders and vendors.

If you're ready to work closely with a respected family and meet these requirements, apply now by sending your resume and cover letter to daniel@questsearch.ae

#PersonalAssistant #DubaiJobs #JoinOurTeam

We request that candidates send their CV as a Microsoft Word document where possible.

Quest Search and Selection is acting as an Employment Agency in relation to this vacancy.

Apply Now

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