

Personal Assistant

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Company: The American University in the Emirates (AUE)

Location: Dubai

Category: healthcare-practitioners-and-technical

We are looking a highly organized and efficient Personal Assistant to join our team and provide essential support to Senior Management in day-to-day operations.

The ideal candidate will have excellent communication skills, strong attention to detail, and the ability to multitask effectively. The Personal Assistant will play a crucial role in ensuring the smooth functioning of the office, maintaining records, coordinating schedules, and assisting with administrative and non-administrative tasks.

Qualifications & Experience

Bachelor's Degree in Business Administration, Media and Communication, or related field

Must have a valid UAE driving license

Must be Bilingual (speaks English and Arabic fluently)

At least 2 years of experience in an educational institution

Skills / Training / Knowledge

Strong organizational and multitasking abilities.

Excellent English and Arabic writing skills.

Highly independent with strong responsibility and judgment skills.

Excellent presentation and personal grooming.

Maintain strict confidentiality with utmost discretion.

High flexibility with daily and weekly schedules and on-call requests.

Adapt quickly to changing circumstances and remain calm under pressure.

Job Responsibilities

Ensures appropriate protocol is implemented for the office when dealing with senior management and other official bodies.

Manage a variety of tasks, including both office setting and personal arrangements and personal requests.

Coordinate and oversee the arrangement of personal staff; manage hands-on tasks, including office and personal arrangements ensuring all personal needs are met professionally and efficiently.

Assist in managing calendars, scheduling appointments, and coordinating meetings, ensuring optimal time management and prioritization.

Demonstrate flexibility and a proactive approach to a wide range of tasks, including serving as a driver as needed for business and personal trips.

Manage transportation logistics and activities, and other personal arrangements to support a range of comprehensive needs

Arrange travel bookings, hotel reservations, and other logistics as needed.

Assist in preparing and distributing correspondence, memos, reports, and

presentations as requested.

Manage incoming and outgoing communications, including answering and screening phone calls, taking messages, and responding to emails in a professional and timely manner.

Greet and assist visitors, ensuring a positive and welcoming experience.

Assist with preparing and reviewing expense reports, ensuring accuracy and adherence to company policies.

Monitor and manage office supplies inventory, placing orders when necessary and ensuring adequate stock levels.

Facilitate interactions and manage transactions with governmental and regulatory bodies for both business and personal affairs, ensuring adherence to regulations and smooth execution of public-related tasks.

Assist and coordinate event logistics, meetings, visits, and special projects.

Maintain an excellent professional image and foster positive relationships with all stakeholders.

Uphold strict confidentiality when handling sensitive information and documents.

Adapt quickly to changing circumstances and remain calm under pressure.

Resolve daily matters independently Effectively and independently, and report all resolved and pending matters consistently.

About American University In The Emirates (AUE)

The American University in the Emirates (AUE) invites applications from well-qualified candidates for a range of faculty and administrative positions. AUE is located in Dubai Intl. Academic City.

AUE is not just a place of learning but a hub of innovation and growth, where your

expertise and aspirations find a welcoming environment.

At AUE, we believe Nothing is Impossible is the Pathway to Success

AUE comprises seven dynamic colleges: College of Law, College of Education, College of Design, College of Business Administration, College of Media and Mass Communication, College of Computer Information Technology and College of Security and Strategic Studies. Each college boasts unique strengths and prestigious accreditations, reflecting our commitment to providing a world-class education.

The American University in the Emirates is accredited by SACSCOC (the Southern Association of Colleges and Schools Commission on Colleges) to award baccalaureate and master's degrees. Degree-granting institutions also may offer credentials such as certificates and diplomas at approved degree levels

The American University in the Emirates is officially licensed to operate as a higher education institution and all its programs are accredited by CAA (the Commission for Academic Accreditation), Ministry of Education, United Arab Emirates.

The College of Business Administration is a proud member of AACSB (The Association to Advance Collegiate Schools of Business), and its degree programs (Bachelor of Business Administration, Master of Business Administration, Master of Sport Management) are accredited by AACSB) as of 2022.

The Bachelor of Computer Science in the College of Computer Information Technology is accredited by the Computing Accreditation Commission of ABET.

NASAD (The National Association of Schools of Art and Design) has granted the Bachelor of Science in Fashion Design, Bachelor of Science in Graphic Design, Bachelor of Science in Interior Design, and Bachelor of Science in Animation in the College of Design, the designation of Substantial Equivalency with accredited programs in the United States.

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