

## Principal Secretary

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Company: LEAMS Education

Location: Dubai

Category: healthcare-practitioners-and-technical

We are looking for a smart and vibrant candidate, one that is people oriented, can multi-task, understands secretarial duties and is highly organized. The Principal Secretary has to complete work in a timely manner to meet deadlines while managing the calendar and events. She should be well versed with KHDA regulations and inspection frameworks.

Performs executive secretarial functions for school Principal;

Uses a variety of automated systems equipment to produce such materials as correspondence, reports, contracts, specifications and/or other data;

Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

Maintains calendar of appointments for the Principal, ensuring the Principal is apprised of all appointments and changes as well as matters requiring immediate attention;

Takes notes of minutes of meetings or hearings and prepares them to be in final document format;

Answers telephone and responds to requested information and/or refers inquiries to the appropriate party;

Arranges appointments and meetings and prepares materials for them;

Compiles a variety of data to be used as a basis for reports and prepares reports or statements;

Maintains files for the Principal, ensuring that material is properly marked and accessible for immediate use by the Principal;

Performs responsible clerical work in the maintenance of complex and confidential records and files

Opens, sorts, and screens incoming mail and answers routine correspondence; routes remainder to the appropriate party;

Candidates with prior experience working in a similar role and immediately available to join is preferred. Please apply with your detailed resume.

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