

# United Arab Emirates Jobs Expertini®

## Project Secretary

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Company: Dutco Interiors

Location: Dubai

Category: healthcare-practitioners-and-technical

## Project Secretary Dubai - United Arab Emirates (UAE)

Experience: 2 - 8 yrs. | Opening: 1

Education: Any Graduation

Nationality: Indian, Filipino

Industry Type: Construction / Civil Engineering

Functional Area: Administration Mar 19,2024

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## Job Description

Dutco Construction is looking to recruit a **Project Secretary** to support our building projects across Dubai.

## Duties Are As Follows

Prepares documents such as contracts, reports, correspondence, memos.

Write, proofread, and prepare correspondence and the assigned tasks per Project Manager the Project team requests.

Inputs data and maintains various computerized databases for correspondence, statistics, calendars, mail.

Maintain contact lists (project, vendor, and client), correspondence log and action log

Coordinate arrangements for internal and external meetings, including stakeholder, management and client meetings and ensuring all relevant background material, technical equipment, is available.

Makes meeting arrangements and prepares agenda.

### **Desired Candidate Profile**

UAE/MOFA Attested Degree in Business Administration, Secretarial Management or relevant courses.

Must have at least 2 years of experience as a Project Secretary from Construction companies

Expertise in Microsoft 365 is a must

Attention to details and good organizational skills

Must be highly self-directed and able to prioritize assignments

Please note, due to the higher number of applicants, we are unable to respond to everyone. Shortlisted applicants will be responded to, within 14 days of making an application.

If you have not been contacted, then unfortunately you have not been shortlisted.

Incomplete and inaccurate applications will be rejected.

Keyword: Project Secretary , Construction Secretary Apply Now

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