

Psychologist

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Company: Confidential

Location: abu dhabi

Category: other-general

This is a remote job and requires you to be set up to work from your home office, only South African citizens need to apply. We are looking for applicants with a stable work history. We are looking for a Personal Assistant seeking a full time remote role. As a skilled and attentive PA, you will report to the CEO and the Senior Management Team (SMT). You will provide integral organisational support for the CEO, liaising with Senior Management Teams at all relevant regional hubs, clients and third parties. You would need to have 2-3+ years experience of being in a Personal Assistant role. Providing organisational support to the CEO, including email and all diary management, compliance support, minute taking, document generation and event organising. Communicating on behalf of the CEO where appropriate. Organising and collating MI. Providing support to SMT as and when required. To apply for this PA job, you must be educated and have experience working as a PA at the senior level. You will also require the following: Good working knowledge of Microsoft Office -Excel particularly. Excellent communication skills (written and verbal) that are effective and meet business needs. Ability to apply own judgement and experience when making decisions or speaking to clients or third parties. Knowledge of when to refer to an appropriate expert within the business. This is a fully remote job and requires you to be set up to work from your home office, only South African citizens need to apply. We are looking for applicants with a stable work history. We are looking for a Personal Assistant seeking a full time remote role. As a skilled and attentive PA, you will report to the CEO and the Senior Management Team (SMT). You will provide integral organisational support for the CEO, liaising with Senior Management Teams at all relevant regional hubs, clients and third parties. You would need to have 2-3+ years experience of being in a Personal Assistant role. Providing

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