

## Secretary

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Company: Confidential

Location: Dubai

Category: healthcare-practitioners-and-technical

**Company:** Connected Homes

**Location:** Dubai, UAE

**Type:** Full-time

**About Connected Homes:** Situated at the heart of the dynamic city of Dubai, Connected Homes is at the forefront of smart building technology. Bridging luxury with everyday living, we strive to simplify the lives of our clients with our innovative smart solutions

### Role Description

This is a full-time on-site role for a Secretary. The Secretary will be responsible for performing various clerical tasks, managing communication channels, assisting with company secretarial work, providing executive administrative assistance, and delivering exceptional customer service.

### Qualifications

Clerical Skills and Company Secretarial Work

Excellent Communication skills

Experience in Executive Administrative Assistance

Strong Customer Service skills

Attention to detail and organizational skills

Ability to manage multiple tasks and deadlines

Proficiency in Microsoft Office Suite

Experience in the administrative field

Fluency in English (additional language skills are a plus)

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