

Temporary Executive cum Personal Assistant

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Company: Experts Plus Recruitment Services

Location: Dubai

Category: healthcare-practitioners-and-technical

Location: Dubai

Duration: 3 months (subject for extension)

Salary: up until 10,000AED

MUST HAVE A VALID UAE LICENSE

MUST JOIN IMMEDIATELY

The ideal candidate must have relevant PA and EA experience

Strong organizational and Proactive calendar management skills

Additionally, the candidate should have working knowledge of MS Office, Word, Excel and Power Point.

Must have a driving license and own car will be preferable.

5 years experience and can join immediately

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