

German-speaking Assistant to the Regional Director (m/f)

Referencenumber: 2018-2752
Field of work: Secretarial / Assistance / Reception
Location: Dubai, United Arab Emirates

Company description

Our German client operating in the industrial machinery business.

About Departer – The German Headhunter:

As an internationally oriented German HR consultancy for the recruitment of multinational professionals, Departer possesses a long-standing expertise in the core markets Germany, Middle East and Australia. Through our regionally established offices in Dubai, Sydney and Bremen, we are valued as a reliable recruitment partner by numerous companies.

Job description

Your duties and responsibilities will include:

- Provide comprehensive administrative, logistical and technical support to the Regional Director
- Ensure a smooth running of the office on a day-to-day basis
- Manage diaries
- Organize internal/external meetings and events
- Book travel, hotels and couriers
- Administer and minute key meetings, including management of the meetings rooms
- Run reports as required and assist with the administration and co-ordination of departmental reports
- Create and maintain any filing and database systems
- Respond to queries in a timely and professional manner
- Judge priorities and ensure delivery of high level of service
- Collate and produce high standard documents for a variety of forums
- Report to the Regional Director

Job specification

To be successful in this role you should have the following skills and experiences:

- Bachelor's degree in Administration, or similar
- At least 2 years of experience as Assistant in the UAE
- Excellent English and German language skills
- Proficient in MS Office applications and SAP
- Excellent social skills, ambitious, flexible, straightforward and pro-active
- Motivated individual with attention to detail
- Highly-developed interpersonal and communication skills
- Excellent organizational skills as well as time management
- Ability to develop and maintain good working relationships at all levels
- Customer Service Orientation
- Ability to work discreetly and confidentially

Contact

If you have any questions regarding the job offer, please do not hesitate to contact **Lena Awad** . You can reach her by e-mail via lena.awad@departer.com or by phone via **+971 43995507** . If the role arouses your interest, we look forward to receiving your application in English. Your application will be treated with discretion and will remain confidential.

Please send us your application documents via e-mail or apply for this position on our website www.departer.com, where you can register your profile in our career portal under the tab "vacancies".

