

German speaking Personal Assistant to the General Manager (m/f)

Referencenumber: 2018-2857
Field of work: Administration / Office Management
Location: Dubai, United Arab Emirates

Company description

Our German client is a global player in industries such as automotive, energy and consumer goods. The company offers an international working environment, combined with growth for personal development and offers regular training and self-development opportunities.

Job description

Your duties and responsibilities will include:

- General administrative and secretarial tasks
- Plan and schedule meetings for the General Manager
- Organise business trips and complex travel arrangements
- Perform reports on expenses
- Manage e-mail and phone correspondence with international clients
- Organise and coordinate team and marketing events
- In charge of entire office management
- In charge for preparation of presentations for the management
- Report to the General Manager

Job specification

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

- Bachelor degree in Business Administration or similar
- English and German language skills (spoken and written) is a must, Arabic language skills would be an added value
- Minimum three years experience in a similar role, ideally GCC experience
- Highly proficient in MS Office applications
- Excellent organizational skills, ability to prioritize and multitask
- Excellent communication and cultural understanding
- Proactive and structured personality with accurate proficiency
- Independent working attitude

Kontakt

If you have any questions regarding the job offer, please do not hesitate to contact **Ms. Lena Awad**. You can reach her by e-mail via lena.awad@departer.com or by phone via **+971 4 399 5507**.

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".