

Personal Assistant

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Company: ElevateMate Consultations & Services

Location: Doha

Category: other-general

Company Description

ElevateMate is a Business Process Outsourcing (BPO) and Consultation services provider based in Doha, Qatar, with a focus on elevating organizational performance and growth. We offer tailored solutions in HR Management, Customer Relationship Management (CRM), Virtual Assistant Services, Data Design and Visualization, Lead Generation, Marketing, PR, and Branding Strategy. Our team of experienced experts understands the unique needs of various industries and strives to be strategic partners in achieving operational efficiency and business success.

Role Description

This is a full-time hybrid role for a Personal Assistant at ElevateMate. As a Personal Assistant, you will be responsible for managing daily tasks, providing executive administrative assistance, facilitating effective communication, overseeing diary management, and utilizing clerical skills. This role is primarily based in Doha, Qatar, but allows for some remote work.

Qualifications

Personal Assistance and Executive Administrative Assistance skills

Strong communication skills, English and Arabic; both written and verbal

Experience in diary management

Proficient in various clerical skills

Excellent organizational and time management skills

Ability to maintain confidentiality and discretion

Attention to detail and problem-solving abilities

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