

## Personal Assistant / Executive Secretary

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Company: Tanqeeb

Location: Qatar

Category: other-general

We are currently seeking a highly organized and professional Personal Assistant to the General Manager to join our team in Qatar. The ideal candidate should have a minimum of 5 years of experience in a similar role, supporting high-level management. The Personal Assistant will be responsible for managing the GM's calendar, coordinating travel arrangements, and handling confidential and sensitive information with the utmost discretion. The successful candidate must be detail-oriented, proactive, and possess strong communication and organizational skills. This role requires the ability to work well under pressure and handle multiple tasks simultaneously.

### Responsibilities:

- 1 . Manage the GM's calendar and schedule appointments, meetings, and conferences.
- 2 . Coordinate travel arrangements including flights, accommodations, and transportation.
- 3 . Prepare and edit correspondence, reports, and presentations.
- 4 . Handle incoming and outgoing emails, phone calls, and other forms of communication on behalf of GM.
- 5 . Maintain confidential and sensitive information with the highest level of discretion.
- 6 . Prepare meeting agendas, take minutes, and follow up on action items.
- 7 . Conduct research and compile data for various reports.

- 8 . Manage and prioritize multiple tasks and deadlines.
- 9 . Coordinate and liaise with internal and external stakeholders.
10. Tracking & Responsible for end-to-end Document Controlling of the company as per ISO standards and being the management representative for ISO Audits.
11. Prepare Presentation, Reports and Handle QMS
12. Organize and maintain physical and digital files, ensuring all documents are properly labelled and easily accessible.
13. . Provide general administrative support, such as ordering office supplies and coordinating office maintenance etc,

## **Skills**

- 1 . Bachelor's degree in business administration or a related field
- 2 . Minimum of 5 years proven experience as an executive secretary, executive assistant, or in a similar administrative role of experience.
- 3 . Excellent organizational and time management skills with the ability to prioritize tasks effectively.
- 4 . Strong written and verbal communication skills in English.
- 5 . Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- 6 . Ability to handle confidential information with the highest level of discretion.
- 7 . Proactive and resourceful with the ability to anticipate needs and solve problems.
- 8 . Ability to work well under pressure and meet tight deadlines.
- 9 . Excellent interpersonal skills and the ability to build and maintain positive relationships.
10. Detail-oriented with strong attention to accuracy and quality.

11. Flexibility to work outside regular office hours when necessary.

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