

Executive Secretary

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Company: Al Wazzan

Location: Kuwait

Category: other-general

SUMMARY Provide personal administrative support to the CEO. Duties include general clerical, receptionist and project based work. Project a professional company image through in-person and phone interaction. **PRIMARY RESPONSIBILITIES** 1. Prepare correspondence, reports, and materials for publications and presentations. CEO's travel arrangements. 3. Maintain CEO's calendar. 4. Prepare and maintain CEO's expense report. 5. Setup and coordinate meetings and conferences. 6. Create, transcribe, and distribute meeting agendas and minutes. 7. Answer telephones and handle in appropriate manner. 8. Perform general clerical duties to include but not limited to: photocopying, faxing, mailing, and filing. 9. Maintain hard copy and electronic filing system. 10. Research, price, and purchase office furniture and supplies. 11. Coordinate project-based work. 12. Supervise support staff. duties as assigned. **Skills** 1. Bilingual - Arabic and English communication is a must. 2. Basic reading, writing, and arithmetic skills required. 3. Knowledge of Microsoft Office and telephone protocol. Computer literate with the ability to learn new software applications. require professional verbal and written communication skills and the ability to type 60 wpm.

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