

Executive Secretary

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Company: The Kuwaiti Danish Dairy Company KCSC

Location: Kuwait City

Category: other-general

Job Title : Executive Secretary

Work Experience : 3 to 5 years

Job duties include but are not limited to :

Handling all correspondences on behalf of the direct manager, ensuring approvals, and assigned tasks are in place.

Translating and emailing Arabic correspondences to the direct manager, also assisting the legal team and other departments with typing Arabic/English letters and contracts, and archiving copies.

Executing Oracle requirements for the Legal Department, including annual and rejoin reports, sick leaves, and encashments.

Managing stock control of stationery and IT requirements for the Legal Department. Maintaining soft filing for Legal Department correspondence and archiving in relevant repositories.

Assigning correspondence reference indexing for outgoing correspondence and archiving copies under relevant repositories.

Receiving product recipes with an 'Executive Office' stamp and forwarding them to designated managers. Uploading recipe copies and inserting connecting hyperlinks.

Receiving and emailing Product Declarations with the same stamp.

Managing Outlook (Calendar) and zoom meeting invitations, retaining courier account statements, and sending them to designate top management.

Arranging ticket and hotel bookings upon instructions from the manager or top management.

Liaising with the Transport Department for pick-up instructions. Managing business cards workflow and retaining them.

Distributing VIP/normal giveaways according to approved distribution lists.

Handling NDAs (Non-Disclosure Agreements) and updating the 'List of Suppliers' as per signed NDAs.

Ensuring all files and supplier lists are updated and accessible to top management.

Acting as a replacement for the Chairman's office manager during their absence.

Processing top management correspondences with strict confidentiality.

Managing travel services, including air tickets, travel insurance, hotel arrangements, and more.

Handling various administrative tasks, filing, and correspondence.

Executing Oracle-based services like travel requests, leave requests, purchase requisitions, etc.

Ethical liaison with other department heads.

Taking responsibility for managers' expense reports.

Participating in cross-training as required.

Building and maintaining relationships with key constituents to ensure adherence to company policies.

Complying with Health, Safety, and Environment regulations.

Executing top management instructions when directed.

Required Qualification :

Education: University Graduate in administration or any relevant domain is required.

Work Experience : 3 to 5 years of executive administrative duties, advanced MS Office, Oracle user, skilled in filing workflow, administrative roles

Language : Bilingual (Arabic & English)

Should have worked on Al Jassem software.

Understanding of Kuwait corporate legal compliance

Knowledge of legal framework governing business operations in Kuwait.

Required Professional Skills :

Ability to efficiently manage schedules, appointments, and tasks to ensure smooth operations and prioritize tasks effectively.

Strong written and verbal communication skills for effective interaction with executives, colleagues, clients, and external stakeholders.

High level of accuracy and thoroughness in handling documents, correspondence, and tasks.

Capability to handle multiple tasks and projects simultaneously while maintaining a high standard of work.

Aptitude to identify challenges and find practical solutions in a fast-paced environment.

Ability to handle sensitive information with the utmost discretion and maintain confidentiality.

Familiarity with office software such as Microsoft Office (Word, Excel, PowerPoint, Outlook) and Oracle other relevant tools.

Skill in managing executives' schedules, coordinating meetings, and arranging appointments efficiently.

Ability to organize, maintain, and retrieve digital and physical documents efficiently.

Readiness to adjust to changing priorities and tasks, especially in dynamic work environments.

Strong interpersonal abilities to interact professionally with diverse individuals and build positive relationships.

Capability to proactively address issues and provide effective solutions independently.

Ability to gather and synthesize information for reports, presentations, and decision-making.

Demonstrated commitment to providing excellent service to executives, colleagues, and external contacts.

Skill in handling pressure and maintaining composure during demanding situations.

Effective writing skills for composing emails, reports, memos, and other correspondence.

Willingness to take the initiative, anticipate needs, and make informed decisions.

Ability to collaborate with colleagues and work as part of a team to achieve common goals.

Depending on the context, proficiency in Arabic and English and foreign language may be beneficial for communication with international stakeholders.

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