

Secretary

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Company: JoBs VIP

Location: Kuwait City

Category: other-general

Job Summary:

As a Secretary to the CEO , you will provide high-level administrative support to the Chief Executive Officer (CEO). You will act as the primary point of contact for internal and external stakeholders, manage the CEO's schedule, and handle confidential information with discretion. Your exceptional organizational skills, attention to detail, and professionalism will contribute to the smooth functioning of the CEO's office and overall organizational efficiency.

Key Responsibilities:

- 1 . Executive Support
- 2 . Communication and Coordination
- 3 . Information Management
- 4 . Relationship Management
- 5 . Office Management

Qualifications and Skills:

Bachelor's degree in business administration, communication, or a related field (or equivalent work experience).

Proven experience as an executive secretary, executive assistant, or similar role, supporting C-level executives.

Excellent organizational and time management skills, with the ability to prioritize tasks and meet deadlines.

Strong attention to detail and accuracy in handling administrative tasks and documents.

Proficient in using office software and applications, including MS Office (Word, Excel, PowerPoint, Outlook) and document management systems.

Excellent verbal and written communication skills, with the ability to interact professionally with individuals at all levels of the organization.

Discretion and confidentiality in handling sensitive information.

Strong problem-solving skills and ability to work independently as well as part of a team.

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