

## Senior Personal Secretary

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Company: Saudi Networkers Services

Location: Kuwait

Category: other-general

### Job Description :

This role is for an individual who is highly organised with excellent ability to prioritise, manage the expectations of various stakeholders and work to tight deadlines. Confidentiality and trust are absolutely vital.

You will be a first-rate written and verbal communicator liaising with the Board level Directors, senior management teams, and suppliers and external business contacts on behalf of the GM.

From time to time you will be required to provide support for the non Executive Directors.

xtensive diary management using Outlook. Organise meetings and any other events including co-ordinating and distributing meeting information.

Arranging complex travel itineraries, including visas, flights, hotels & currency.

Preparing and processing expense claims in a timely and efficient manner

Dealing with telephone enquiries in an efficient and professional manner. Fielding a lot of supplier calls.

Recording absence information for the Company Secretarial Team.

Typing minutes provided by the GM following Board meetings.

Assist in the preparation of Board and Committee agendas,

Remuneration Committee agendas and GM's Report.

Keeping all filing up to date.

Audio Typing, occasional presentation preparation (powerpoint) and spreadsheets (excel)

Provision of general administrative support.

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