

Administrative Assistant - Alzayani Investments

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Company: Qureos Inc

Location: Manama

Category: other-general

Job TitleAdministrative Assistant

AboutUs:

Al ZayaniInvestments is a leading investment firm based in Bahrain with a diverse portfolio of investments across various industries. Our company is committed to delivering exceptional results and maintaining the highest standards of professionalism and integrity.

JobOverview:

We are currently seeking a highly organized and detail-oriented Administrative Assistant to join our team. The ideal candidate will provide administrative support to our team members assist with daily tasks and ensure the smooth operation of our office.

KeyResponsibilities:

Manage the day-to-day administrative tasks of the office including answering phone calls responding to emails and maintaining office supplies.

Schedule appointments and meetings and coordinate travel arrangements for team members.

Prepare and distribute internal and external correspondence reports and presentations.

Maintain and update company databases and filing systems.

Assist with the coordination and planning of company events and meetings.

Handle sensitive and confidential information with the utmost discretion.

Perform other related duties as assigned by the management team.

Qualifications:

Bachelors degree in Business Administration or a related field.

Proven experience as an Administrative Assistant or in a similar role.

Proficient in Microsoft Office Suite and other office management software.

Excellent communication and interpersonal skills.

Strong organizational and time management abilities.

Attention to detail and ability to multitask effectively.

Professional and positive attitude with a strong work ethic.

Benefits:

Opportunities for professional development and growth within the company.

Positive and collaborative work environment.

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