

Executive Assistant to the President

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Company: Tanqeeb

Location: Bahrain

Category: other-general

Description

The Executive Assistant will provide executive level administrative support to the President's office anticipating and executing upon those needs. The role will require coordination among management team members and within the organization on behalf of the executive team to align current activities with priorities. S/he will obtain and transmit information to executive team from within the organization to assist in furthering priorities, as well as filter communications of executive team and prioritize communications for executive review.

Duties and Responsibilities include:

- Liaison between leadership, executives, faculty, administrators, and staff with external entities.
- Be the point of contact for various inquiries and resolving issues on behalf of the President.
- Manage incoming calls, correspondence, and emails.
- Manage and maintain complex calendars, schedule, and arrange all associated details for

meetings and events.

- Make decisions based on working knowledge of the responsibilities and priorities of the President.
- Coordinate travel arrangements, develop various itineraries and process expense reimbursements and payments.
- Prepare and distribute various materials, compose correspondence for signature, proof correspondence and other material and maintain filing system.
- Oversee administrative support staff to ensure the efficient operation of the Presidents' office.
- Work flexible hours as per the requirements of the Presidents' office.
- Perform other duties as reasonably required by management.

Requirements

Qualifications and Experience required:

- Bachelor's degree in a relevant field is required.
- Graduate degree in a related field is desirable.
- Professional certification in a related field is desirable.
- Minimum of five years of experience in a similar role or comparable experience in industry.
- Experience in supporting senior level executives.
- Experience in project coordination and execution.

Skills and Competencies required:

- Strong communication and relationship building skills with peers, leadership, and external constituents, including the business community.
- Ability to work independently and responsibly while managing numerous projects simultaneously.
- Exceptional attention to detail with the ability to handle sensitive, confidential, and challenging situations with tact and diplomacy.
- Excellent Arabic and English skills.

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