

Personal Assistant

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Company: RecruitMe Plus

Location: Manama

Category: other-general

Job brief

Our client is a leading regional distribution company who manages the distribution of multinational brands specialized in scientific solutions & products for multi-industry laboratories across the Middle East. Their headquarters is in Bahrain and have a regional presence & operations across the GCC.

We are looking for a responsible Personal Assistant to provide personalized secretarial and administrative support in a well-organized and timely manner. You will work on a one-to-one basis on a variety of tasks related to managers working life and communication.

Responsibilities

Act as the point of contact between the manager and internal/external clients

Screen and direct phone calls and distribute correspondence

Handle requests and queries appropriately

Manage diary and schedule meetings and appointments

Make travel arrangements

Source office supplies

Produce reports, presentations and briefs

Devise and maintain office filing system

Requirements and skills

Proven work experience as a Personal Assistant

Knowledge of office management systems and procedures

MS Office and English proficiency

Outstanding organizational and time management skills

Up-to-date with latest office gadgets and applications

Ability to multitask and prioritize daily workload

Excellent verbal and written communications skills

Discretion and confidentiality

Reporting relationship

Reporting directly to Managing Director

Contract duration

Full-time Permanent

Working days & hours

Sunday Thursday from 8:30 am 5:00 pm

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