

Bilingual Secretary Arabic / English

Key duties & responsibilities:

Key duties and responsibilities are interpreted as being descriptive and not restrictive in nature as follows:

1. Managing all day to day secretarial duties.
1. Execute field trips as per office requirements, which include but are not limited to (for male candidates):
 - Setting up meetings outside the office.
 - Delivering postal packages.
 - Assist the office manager in executing his duties and travel plans / arrangements.
2. Type reports, memos, letters, and other documents as required.
3. Translating documents.
4. Maintain an efficient filing system – electronically and hard copies for easy retrieval of documents.
5. Prepare agendas and distribute meeting documents.
6. Communicate effectively internally and externally with members from other departments and organizations in English & Arabic.
7. As well as other duties as assigned from time to time.

Minimum Requirement:

1. Completion of Secondary education followed by minimum of 1 year course in Secretarial work or a minimum of 2 years experience in related field.
2. Proficient in Operating latest software packages, i.e Windows and MS Office Programs.
3. Should be able to operate fax, photocopier and various office machines.
4. Ability to multi-task.
5. Ability to work in multi-cultural environment.
6. Working knowledge of prevailing popular application software & spreadsheets and other related commercial window packages.
7. Ability to type in Arabic and English at the required Company level.
8. Ability to communicate effectively in English.
9. Organizing meetings.

Profile:

The ideal candidate will be energetic and enthusiastic person. Should be well organised and able to meet deadlines and work under pressure with a pro-active approach to work.