

# Saudi Arabia Jobs Expertini®

## CEO - Serviced Offices Company

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Company: MENA Executive

Location: Saudi Arabia

Category: business-and-financial-operations

A leading serviced office provider is seeking skilled leadership to expand its market base. The suitable candidate will manage the opening of the new Riyadh operation. As CEO you will - Manage the launch of the new serviced office location in Riyadh. - Fill all staffing needs. - Develop the marketing approach to attract new clients. - Cater to the needs of a demanding client base. - Oversee all staff and spearhead operations management as well as business development. - Sign-off on all budgetary and financial statements. Promote a productive, efficient work environment. Skills Essential Skills & Background ----- - Prior experience in serviced office management or ho preferable. - Driven and motivated. - Degree in a relevant subject from an accredited university. - Good leader; can support team members. - Capable of preserving confidential or sensitive information. - Special people skills to deal with customers, suppliers and all internal staff. - Proficient in Microsoft Office software. Essential Qualifications ----- . Fluent English

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