

Executive Assistant Job

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Company: The Royal Commission for AIUla

Location: Saudi Arabia

Category: other-general

Job Purpose

To perform a variety of administrative tasks and support RCU senior-level managers. Include managing calendars, making travel arrangements and preparing expense reports. Ultimately, you will contribute to the efficiency of our business by providing personalized and timely support to executive members.

3- Key Duties and Responsibilities

Functional Responsibilities

- 1 Act as the point of contact among executives, employees, clients and other external partners
- 2 Manage information flow in a timely and accurate manner
- 3 Manage executives' calendars and set up meetings
- 4 Make travel and accommodation arrangements
- 5 Rack daily expenses and prepare weekly, monthly or quarterly reports
- 6 Using various software, including word processing, spreadsheets, and presentation software to prepare reports and/or special projects
- 7

Familiarity with office gadgets and applications 8

Outstanding organizational and time management skills 9

Discretion and confidentiality

4- Job

Job Segment: Administrative Assistant, Executive Assistant, Secretary, Administrative

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