

Saudi Arabia Jobs Expertini®

Executive Liaison

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Company: MENA Executive

Location: Saudi Arabia

Category: computer-and-mathematical

Company Name: A Large Conglomerate Location: Riyadh The Executive Liaison provides executive-level administrative and overall support to the President and Vice Presidents. The position requires extensive coordination and communication across the organization, with external board members and outside parties domestically/internationally, working with information that is of a critical and confidential nature. A high degree of initiative, self-direction, and collaboration is required. The role requires frequent involvement in special projects where analytical skills and operational knowledge is required along with a high degree of tact and discretion strong professional and corporate presence, self-confidence, flexibility and adaptability and ability to effectively work under stress and/or change are critical to success in the position. The company provides diversified business solutions to public and private entities including: archiving, office equipment, audio visuals, and integrated business solutions. The company has a staff of 1200 and has been in business for over 50 years.

PRIMARY RESPONSIBILITIES

1. Liaise with board members and external board/committee members including the scheduling and logistics of board meetings, management of board books and materials, distributing notes, fielding general queries and processing board expenses.
2. Plan, organize, research and compile data/reports for initiatives, projects, and meetings. Exercise creativity, initiative and an understanding of the objectives, independently manipulate systems and applications to prepare communications, reports or data displays. Ensure accuracy of data and sources and research discrepancies to resolution.
3. Dual communicator to assure proper communication is being filtered to/from the President's office. Create highly confidential and complex communication, often time sensitive.
4. Respond to a wide

variety of requests for information, policies and procedures and executive action. Analyze needs and problems, and determine approach and priority in conjunction President. Evaluate and refer matters for appropriate handling, and coordinate, compile and document relevant data and background information to support executive decision making or problem resolution.

ADDITIONAL RESPONSIBILITIES

1. Coordinate and manage complex executive calendar, schedule, travel arrangements (domestic/international), expense reports, and prepares requisite materials. Reschedule calendared meetings to meet critical priorities when unexpected changes emerge.
2. Review and screen emails and mail to sort and identify priorities for immediate action. Assure complete confidentiality in all of the President's office and organizational matters.

KNOWLEDGE AND SKILL REQUIREMENTS

1. Fluent in Arabic and English.
2. Degree in Accounting or Finance. CPA Preferable.
3. 10 years of related experience in a corporate environment.
4. Professional written and verbal communication and interpersonal skills.
5. Ability to participate in and facilitate group meetings.
6. High level of proficiency in Microsoft Office tools.
7. Demonstrated ability to work on multiple projects simultaneously leveraging strong organizational skills and flawless attention to detail, recognizing value and impact of the results.
8. Work requires willingness to work a flexible schedule.

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