

## **Personal Assistant**

*A company in Dubai*

Major: degree in Business Administration, Management, or any related field

Experience: 6 – 8 years of experience as Personal Assistant.

### Major Requirements:

- Provide executive administrative support
- Coordinate appointments, meetings, calls & emails.
- Prepare reports and presentations ensuring accuracy and confidentiality

### Additional Requirements:

- Fluent in Arabic & English
- Exceptional organizational & problem solving skills
- Proficiency in Microsoft Office
- Gender: female

### Additional Information:

- One month paid leave
- Yearly Ticket
- Salary: 4000 USD

### How to Apply:

Kindly send your CV or contact the Career Services Center, E-mail: [career.services@balamand.edu.lb](mailto:career.services@balamand.edu.lb),  
Ext. 7801; 7802