

Center for Career Placement & Alumni
Graduate Placement Services (GPS)

JOB VACANCY FORM[®]

Job Reference No.: JV838

Company Name: Madison Pearl FZ LLC

Company Type: Private

MADISON PEARL

Job Position/Title:	Executive Assistant to CEO	Academic Major:	Business
Salary Range:	Market Rate	Years of Experience:	At least 4 years of experience in C Level PA/EA role
Job Location:	Abu Dhabi	Job Type:	Full- time
Nationality:	UAE National Only	Gender:	Female
Job Description:	- Support the CEO to manage workload and activities - Coordinate and maintain the diary of the CEO (including organizing of all appointments, meetings, travel arrangements, etc.) - Schedule CEO meetings, prepare agenda and draft minutes - Maintain confidentiality with unquestionable integrity - Screen phone calls for the CEO - Identify, anticipate and prepare information requirements of the CEO for meetings, appointments, presentations etc. and follow up inward and outwards requests for information, outstanding reports, and correspondence.		
Minimum Qualifications:	BS degree in business administration, excellent command in English (written and spoken)		
No. of Positions Required:	1		
Job Close Date:	27 th August 2015		

To Apply, UAEU Graduates/Alumni should send their CVs to:

Kary.cheng@madisonpearl.com

JOB NAVIGATOR

Locating Your Career Path

