



Vacancy summary

PERSONAL ASSISTANT NEEDED URGENTLY!

GE0140268

Mingrelia

Gender : Man

Contract : Long term, Short Term, Contract

Availability : Full Time, Part Time

Driver's Licence : Light Vehicle, Light vehicle + trailer, Truck + Trailer

Vacancy details

PERSONAL ASSISTANT NEEDED URGENTLY!

We are group of companies in Dubai looking for Receptionist and administrator from any part of Europe and America with experience administration , secretarial activities, computer skills and some accounting and understand how to handle payment and deposits , cash at hands and shopping while we are away for international business trip. You should be Honest Trustworthy with good timing

Fluent in English writing and reading good looking, strong personality, hard working.

YOUR DUTIES AS PERSONAL ASSISTANT.

we need some one who can cover the gap for the company. His/her duties will be:

- To receive letters and mails on my behalf.
- Receive Payments from clients who might want to delay payments.
- Schedule appointments.
- Book flight tickets.
- someone to Shop for Gifts, Sit for delivery (at your home) or pick items up at nearby POST OFFICE.

QUALIFICATION:

- Educational background is not a criteria.
- You must be Organized and able to take instructions well Dependable, Reliable and Trustworthy
- Have great work ethic and attitude, pay-attention to detail, capable of multitasking, and work well under stress at times.

REQUIREMENTS:

- Personal Laptop/Desktop:
- Printer:(optional)
- Internet Access
- Scanner:(optional)
- Fax machine(optional):

PAYMENT:

All expenses and taxes will be covered as soon as you are qualified for the Job. You will be paid

instantly by transaction made. And bonuses are applied as well. If interested please contact me

Best Regards

Morgan Smith

Contacts
