

Ceo personal assistant

Description

- We are looking for an enthusiastic and responsible Personal.
- Assistant to provide personalized secretarial and administrative.
- support to the CEO in a well-organized and timely manner.
- She will work on a one-to-one basis on a variety of tasks related to the CEO acting as the point of contact between the CEO and employees / clients

Qualifications

- At least 5 years of proven work experience as a Personal Assistant to CEO.
- languages: Arabic, fluent in English, French

Hiring organization

Roots Management Consultants on
Behalf of Customer

Employment Type

Full-time

Job Location

Giza, El-Mohandseen

Date posted

2023 ,15 00:00:00