



<https://old.transcorp-intl.com/job/personal-assistant/>

Personal Assistant

Description

Transcorp is seeking a highly organized and motivated Personal Assistant to provide exceptional support to the CEO. The ideal candidate will possess strong administrative skills, excellent communication abilities, and a proactive approach to problem-solving.

Responsibilities

Travel Management:

- Arrange travel itineraries, including flights, accommodation, and ground transportation.
- Manage visa applications and travel documents.
- Research and recommend travel options based on the executive's preferences and schedule.
- Provide updates and reminders regarding travel arrangements.

Diary Management:

- Schedule appointments, meetings, and calls.
- Manage the executive's calendar and ensure efficient time allocation.
- Prioritize tasks and deadlines.
- Send meeting reminders and follow-up emails.

Basic Research:

- Conduct research to support the executive's needs, including gathering information on industry trends, competitor analysis, and market research.
- Prepare concise and informative reports based on research findings.
- Identify and present relevant resources and materials.

Personal and Household Tasks (as directed):

- Manage personal errands and appointments.
- Liaise with service providers for household needs.
- Schedule and coordinate personal travel arrangements (if applicable).

Internal and External Communication:

- Manage incoming calls and emails, screening messages and directing them appropriately.
- Draft correspondence, emails, and presentations on behalf of the executive.
- Liaise with internal and external stakeholders on behalf of the executive.
- Maintain a professional and courteous demeanor in all interactions.

Qualifications

- Minimum 2 years of experience as a Personal Assistant or similar administrative role.

Hiring organization

Transcorp International

Employment Type

Full-time

Job Location

Dubai, UAE

Date posted

May 26, 2025

- Proven experience in travel management, calendar management, and research.
- Excellent communication, interpersonal, and organizational skills.
- Strong written and verbal English language skills.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Ability to prioritize multiple tasks and work effectively under pressure.
- Discretion, tact, and the ability to maintain confidentiality.

Ability to work independently and as part of a team.