



WANTED

Executive or Personal Assistant

Position: Executive/Personal Assistant leading to Chief of Staff

Location: Hybrid

Reporting to: Group Chief Executive

Team: Strategy Advisory & Leadership Team (SALT)

Salary: Aligned to Middle East expat compensation

SCREENING AND VETTING

- Reference checking
- Disclosure and Barring Service (DBS)
- U.S. Global Entry TSA screening
- IATA Airport/Airside

This hybrid role [in-person and virtual Assistant] requires world travel and attendance at general meetings held in Dubai (UAE), Grand Cayman, and Providenciales (Turks & Caicos). Working from home and general remote working opportunities will align with the timezone of the Group Chief Executive. The successful candidate will provide top-level assistance to the Group CEO who has reasonable expectation of on-call 24/7 support during critical commitments and activities. As EA/PA there will be at times the requirement to travel on multi-city commitments with and ahead of the Group CEO.

The successful applicant will understand dynamic formalities and protocols, be at ease engaging directly with sovereign and family offices, government officials, and individuals who are identified as being 'of commercial significance'. These include titans of industry spanning various business sectors including luxury retail, travel, sports, media, entertainment, and fashion.

Consideration will be given to those who are competent, and possess unwavering confidence and capability and embrace "Yes and" to get things done in a timely manner. Of course, this in addition to being well-organized and be comfortable scheduling meetings and responding -sometimes without direction make appropriate and safe decisions through operational and strategic lenses.

Responsibilities (to be discussed)

- Aide Group CEO by handling incoming calls and correspondence, Calendar management, Organising and prioritising activities and commitments
- Arranging domestic and international travel logistics, including surface transportation such as car hire, taxi, and chauffeur services
- Drafting presentation slides, Undertaking fact-finding research, Project and event planning management

Essential/Desirable

- Unrestricted passport
- Proficient in Microsoft Office suite and working with Apple and PC
- Experienced in managing multiple critical priorities, administrative coordination, and logistics. Detail-oriented, with an appropriately commanding nature and ability
- Making airline reservations and private charter arrangements and able to assist with aircraft trip planning
- Strong written and verbal communication skills with an strong command of English language
- Ability to work, manage and create effectiveness in a fast-changing pressured environment

Advantageous

- **Knowledge/Experience:** Bespoke service delivery, Business travel, Couture, Culture, Current affairs, Event management, Fine dining, hospitality, Social media
- **Additional languages:** Arabic, Chinese (Mandarin or Cantonese), French, Italian, Japanese, Portuguese, Spanish will attract recognition

NOTE: ALL APPLICANTS WILL RECEIVE A RESPONSE

<https://www.linkedin.com/company/arabant-group/>

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