



Available Careers in Redstone Dubai

Secretary

Job Description

- using a variety of software packages to produce correspondence and documents, and maintain presentations, spreadsheets and databases;
- devising and maintaining office systems;
- booking rooms;
- using content management systems to maintain and update websites and internal databases;
- arranging meetings, taking minutes and keeping notes;
- invoicing;
- looking after budgets;
- liaising with members of staff in other departments or external contacts;
- ordering and maintaining stationery and equipment supplies;
- using shorthand and audio tapes or copytyping to produce letters;
- organising and storing paperwork, documents and computer-based information.

Other duties may include:

- recruiting and training junior staff, and delegating work as required;
- manipulating complex statistical data;
- travelling with the team or manager to take notes at meetings, take dictation and provide general assistance with presentations;
- arranging travel and accommodation;
- arranging both in-house and external events.

Email CV to info@redstonedubai.com