



MAN Diesel & Turbo has a vacancy in **Dubai** in the **Group Functions** for the earliest start date

## Personal Assistant

### Tasks

- Manage an effective diary system for the Director - Head of Region and arranging appointments to ensure that time is optimized
- Organize meetings for the Director and sales reviews with the sales team
- Provide secretarial and office administrative support to the Director
- Act as a point of contact for all Business Unit Heads; determine the importance and urgency of all enquiries and dealing with them or routing them through the most appropriate person for response
- Assist with external meetings and events as required
- Attend meetings to provide administrative support and take minutes, ensuring that these are accurately transcribed and distributed within agreed time scales
- Liaise with relevant individuals, external organizations etc. to arrange meeting, prepare agenda, draft minutes of meetings.
- Some research, media relation and promotional work.
- Responsible for the hotel reservations and travel arrangements for visitors and employees.
- Coordinate Director's travel arrangement.
- Maintaining File Management system and responsible for electronic file security against virus including data management.
- Responsible for the Power Sales Region Middle East & Africa email account
- Provide ad hoc assistance where requested
- Event arrangement and coordination
- Coordinate the production of promotional materials (flyers, postcards, advertisements, email templates)
- Develop, coordinate and disseminate email campaigns
- Coordinate external event presence and material distribution to selected events
- Organize and coordinate communication activities for ad hoc activities, events and projects
- Coordination and following up on different tasks with the MEA sales team
- Supporting in presentation preparation

### Qualifications

- Degree Certificate in Business Administration, with solid experience in a PA/Executive Assistant role
- Arabic and / or French Speaking
- Dynamic with an excellent personality
- Excellent written and verbal communication skills are essential and good copy-writing skills
- Excellent Microsoft Office skills
- Capacity to understand the business needs
- Experience of working in a busy office environment handling a varied and sometimes conflicting workload; fast Learner
- Establishes good working relationships both internally and externally
- Degree level qualification or equivalent experience in marketing, business administration or a related subject
- Able to demonstrate product awareness and an understanding of the needs of the customer
- Able to work individually as well as part of a team
- Good time management and planning skills; able to meet multiple project deadlines and demonstrate good attention to detail
- Able to demonstrate knowledge of marketing principles
- Attentive, proactive and assertive; professional
- Excellent relationship; with the ability to be credible at all levels of Seniority
- Excellent Attention to Detail and proof reading ability
- Excellent Interpersonal skills; confident and Assertive
- Pragmatic and solution Orientated; ability to work on own initiative, prioritize workload

MAN Diesel & Turbo is the world's leading provider of large-bore diesel engines and turbomachinery for marine and stationary applications. It designs two-stroke and four-stroke engines, gas and steam turbines as well as compressors.

The product range is rounded off by turbochargers, propellers, gas engines and chemical reactors. Customers receive worldwide after-sales services marketed under the MAN PrimeServ brand.

The company employs around 15,000 staff at more than 100 international sites, primarily in Germany, Denmark, France, Switzerland, the Czech Republic, India and China.

MAN Diesel & Turbo is a company in the Power Engineering business area of MAN SE.

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**We look forward to receiving your application documents via e-mail.**

Engineering the Future – since 1758.

**MAN Diesel & Turbo**

