

Overview

We are looking for a driven and organised C-Suite Executive Assistant / Office Manager.

We are a growing DIFC-based investment management firm with offices in London and Abu Dhabi. Our team in Dubai is growing rapidly and as we double in size this year, we are looking for an experienced EA / Office Manager to lead the support units of the DIFC office and act as an EA to the Senior Executive Officer (SEO). Our team is young, multi-cultural and ambitious with a collaborative mindset and abundance of energy. We have an entrepreneurial environment and highly value a good cultural fit.

The Role

Our ideal candidate is an enthusiastic, driven and committed individual, who can take initiative and work equally as effectively independently and in a team. Relevant experience includes working in a fast-paced environment with C-suite executives / MDs or partners and the ability be a core player in an organisation which requires the whole team to be agile and flexible. This role will evolve over time and the candidate will need to be open to taking on new challenges and embracing our explorer mentality. Someone who is immediately available would be preferred but we are open to candidates with up to 2 months' notice period.

We offer competitive base salary and employee incentive schemes, round-trip ticket to the home country and medical insurance.

What We Look For

- Bachelor's degree or equivalent
- At least 5 years of experience in Executive Assistant / Office Manager or a similar role, ideally within an investment management, management consulting firm, investment banking firm or law firm environment
- Excellent English-speaking skills, ideally at a native level
- Ideally based in the UAE and available immediately or within a short notice period
- Exceptional organizational and time-management skills
- Excellent written and verbal communication skills
- Driven, energetic and resourceful self-starter who takes initiative and has a positive mindset
- Previous experience in the UAE is preferred

Key Responsibilities

Calendar management and meeting coordination

- Manage SEO's calendar
- Organize and prepare for meetings, including gathering necessary documentation and liaising with internal and / or external parties
- Manage SEO and executives' end-to-end travel logistics, including accommodation, flights and ground transportation

Communication handling

- Draft, review and send emails on behalf of the SEO
- Organize in-person and online meetings and phone calls as well as take and distribute detailed meeting notes

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Regulated by the DFSA

Manage the admin team to execute the following activities**Administrative support**

- Keep track of the daily office expenses as well as prepare expense reports if requested
- Manage office supplies inventory

HR support

- Support with recruitment processes
- New joiner onboarding
- General HR administration

Event Coordination

- Organize corporate events, team offsites and other team building activities