

Executive Assistant

Full-time Position
Dubai, UAE

About the Opportunity:

Our company is searching for an experienced, reliable and task-oriented Executive Assistant. The candidate will work directly with Senior Executives and will be responsible for performing extensive and demanding administrative duties in a fast-paced corporate environment. The ideal candidate will be highly self-motivated, professional, self-disciplined and able to prioritize tasks. This is an excellent opportunity to join an expanding global company in the renewable sector.

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

Responsibilities:

- Act as a first point of contact for the executives' business partners and team members in a highly professional manner;
- Manage and coordinate senior executive calendars, organize meetings and appointments with efficiency and intricacy;
- Prepare reports, memos, letters, presentations etc. to the highest standards and in a timely manner;
- Book and arrange complex travel itineraries, agendas, travel expense reimbursements and adhere to internal processes;
- Read and analyze incoming memos, submissions and reports to determine their significance and arrange their distribution accordingly;
- File and control retrieval of corporate documents, records, reports and archived materials;
- Collaborate and liaise with the wider team to meet deadlines and gain required data;
- Monitor, track and follow up on results with all advised or known milestones and deadlines to ensure they are met;
- Ensure confidentiality and data protection is at the forefront of all activities;
- Support with preparation for events and conferences;
- Collate monthly senior executive expenses, citing all receipt details and storing data in line with payroll timelines;
- Conduct required research and analysis activities providing efficient and solution focused summaries;
- Be able to commit to flexible working hours where required in line with international time zones.

Qualifications & Experience:

- Professional proficiency in English (spoken and written), and/or native speaker. French, Arabic or Russian are of advantage;
- Excellent knowledge of (online) travel management to multiple and diverse destinations;
- Advanced IT Skills: MS Word, MS Excel, MS Outlook, PowerPoint;
- Bachelor's Degree, minimum 3 years' relevant experience in similar position having reported into Senior Executives;
- Prior work experience in solar PV or construction is a plus;

Personal Skills:

- Highly professional behavior towards all stakeholders and team members;
- Strong attention to detail and problem-solving skills

- Excellent communication skills (written and spoken);
- Self-starter, self-disciplined and a well-organized, and determined personality;
- Quick learner, able to adapt easily to different personalities and working styles;
- Thrives working in a fast-paced international environment;
- High-performer able to work towards tight deadlines.

About Phanes Group

Phanes Group is an international solar energy developer, investment manager and asset manager, strategically headquartered in Dubai, UAE. Established in 2012, Phanes Group has a growing portfolio of solar investments and developments spanning multiple geographies, with a distinct focus on emerging markets - especially MENA and sub-Saharan Africa. Phanes Group is currently delivering the Middle East's largest distributed solar project (the DP World Solar Programme) and has delivered Phase I of the largest solar project in the Caribbean (Monte Plata). Cumulatively, the company's clean power contribution is in excess of 70 megawatts, with a further 1.5 GW under development or at the planning stage around the world. In 2016, Phanes Group launched a dedicated asset construction division, Oryx Solar Systems Solutions LLC, and broadened its footprint in sub-Saharan Africa with the opening of a satellite office in Nigeria.