

Executive Assistant to CEO

Full-time position
Dubai, UAE

About the Opportunity:

Reporting directly to the CEO of the Company, the Executive Assistant provides executive, administrative and project support to the CEO. The role serves as the primary point of contact for all internal and external stakeholders on matters pertaining the CEO's office, this includes (but not limited to) disseminating tasks with the Senior Management team and direct reports to the CEO, to organize and coordinate executive tasks and external communication efforts. They will handle high level information in a confidential and professional manner at all times, and to strict deadlines.

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Duties & responsibilities:

- Provide high level senior executive and stakeholder engagement support, ensuring all documentation, data and workflows are matched and adhered to;
- Act as a first point of contact for CEO's business partners and team members;
- Manage and coordinate CEO's calendar, organize meetings and appointments with efficiency and intricacy;
- Prepare reports, memos, letters, presentations etc. to the highest standards and in a timely manner;
- Procure complex travel itineraries, agendas, travel expense reimbursements and adhere to internal processes;
- Create external data rooms, making sure all documents are maintained for accuracy and are up to date;
- Read and analyze incoming memos, submissions and reports to determine their significance and arrange their distribution accordingly;
- File and document control retrieval of corporate documents, records, reports;
- Collaborate and liaise with the team to meet deadlines and gain required data;
- Monitor, track and follow up on results for all advised/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 management training events and conferences;
- 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 zone needs;
- Assist in coordinating the agenda of senior management team meetings and meetings with partners. Preparing minutes and action summaries of meetings, designating and following up on assigned items.

Qualifications & experience:

- Bachelor's Degree, with a minimum of 5 years' relevant experience in the same position, providing support to upper-level management.
- Professional proficiency in English (spoken and written), and/or native speaker. Additional language of French or Russian is of an advantage;
- Excellent knowledge of (online) complex travel management;
- Advanced IT Skills: MS Word, MS Excel, MS Outlook, PowerPoint;
- Prior work experience in the energy field or construction is a plus;

Personal skills:

- Highly professional behavior towards all stakeholders and team members;
- Strong attention to detail, forward looking and problem-solving skills;
- Excellent communication skills (written and spoken);
- Self-starter, self-disciplined and a well-organized, and determined personality;
- Strong interpersonal skills with the ability to build relationships with stakeholders, including staff and external partners;
- Thrives working in a fast-paced international environment;
- High-performer able to work towards tight deadlines.

Phanes Group is an international solar energy developer, investment and asset manager, strategically headquartered in Dubai with a local footprint in sub-Saharan Africa, through its office in Nigeria, the region's largest economy. Cumulatively, the company's global clean power contribution is in excess of 70 MW, with a further 1.5 GW in the pipeline – including 227.5 MW of grid connected PV solar in Nigeria across three different projects. The first of the three Nigerian projects, in the Sokoto region, is backed by one of the Nigerian government's 14 PPAs. In addition, the group is developing off-grid solar solutions to ensure communities across the region have access to a stable and clean energy supply.