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Qatar Airways Careers 2023 – All Jobs For You – Job Alert 2023 – Executive Assistant Post

Hiring organization
Qatar Airways

Job Location

Sundar Bhawan, Hattisar Sadak, Kathmandu 09291, Nepal, 09291, kathmandu, nepal, India

Remote work from: India

Date posted
June 8, 2023

Valid through
31.12.2023

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Base Salary

Rs. 44,000 - Rs. 65,000

Qualifications

Graduate

Employment Type

Full-time

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Description

Lenovo Recruitment 2023

Qatar Airways, a world-renowned airline, is seeking a highly organized and proactive individual to join our team as an Executive Assistant. As an Executive Assistant, you will provide high-level administrative support to our executives, ensuring smooth and efficient operations. Your exceptional communication and multitasking skills will contribute to the success of our organization.

Skills and Qualifications:

- Bachelor's degree in a relevant field or equivalent work experience.
- Proven experience as an executive assistant or in a similar role, preferably in a corporate or aviation industry.
- Exceptional organizational and time management skills, with the ability to prioritize tasks and meet deadlines.
- Excellent verbal and written communication skills, with a professional and diplomatic approach.
- Proficiency in using MS Office Suite (Word, Excel, PowerPoint) and other relevant software applications.
- Strong attention to detail and accuracy in all aspects of work.
- Ability to maintain composure and work efficiently in a fast-paced and dynamic environment.
- Strong interpersonal skills, with the ability to build relationships and work collaboratively with diverse stakeholders.

Experience as a Fresher:

- No prior work experience is required. However, any internships, volunteer work, or academic projects demonstrating administrative skills and organizational abilities would be advantageous.

Join our prestigious team at Qatar Airways and be part of a dynamic and global aviation industry. We offer a competitive work environment, professional development opportunities, and the chance to contribute to our mission of providing world-class travel experiences.

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Responsibilities:

1. Administrative Support:

- Manage and maintain the executives' calendars, scheduling meetings, appointments, and travel arrangements.
- Prepare and organize documents, presentations, and reports for meetings and conferences.
- Coordinate and prioritize incoming requests and correspondence, ensuring timely responses and appropriate action.
- Handle confidential and sensitive information with utmost discretion and maintain confidentiality at all times.

2. Communication and Coordination:

- Serve as the primary point of contact for internal and external stakeholders, including employees, clients, and partners.
- Facilitate effective communication between the executives and various departments, ensuring smooth flow of information.
- Coordinate and organize meetings, conferences, and events, including agenda preparation, logistics, and follow-up actions.
- Take minutes during meetings and distribute them to relevant stakeholders, ensuring accurate and timely documentation.

3. Project Management and Research:

- Assist in the planning, execution, and monitoring of various projects and initiatives.
- Conduct research and compile data to support decision-making and strategic planning.
- Track project milestones and deliverables, providing updates and reports to the executives.
- Support the executives in preparing presentations, proposals, and other materials as required.

Important Links

Find the Link in [Apply Now](#) Button

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