

## Executive secretary

### Job role:

1. Assist the Administration Manager with both clerical and administrative support
2. Booking air tickets, rooms and conference facilities
3. Ordering and maintaining stationery and other office equipment
4. Organizing and storing paperwork, documents and computer-based information;
5. Photocopying and printing various documents, sometimes on behalf of other colleagues. And all other works required by the Administration Department

### Qualification and Key skills:

1. Bachelor degree is preferable.
2. Must be well-versed with Microsoft office tools (word, PowerPoint, Visio, outlook etc.).
3. Excellent command over Arabic and English (both written and spoken).
4. Translation and Editing skills will be an added advantage.

### Other requirements :

1. Transferable and valid 18 article visa
2. Valid Kuwait driving license with car

Please send applications to : [info@performanceinckw.com](mailto:info@performanceinckw.com)