



<https://jobsleworld.com/job/administrative-assistant/>

## Administrative Assistant

### Job Location

Apartment 1403, Al Shafar Tower 1, Barsha Heights, 30123, Dubai, Dubai, United Arab Emirates

Remote work from: UAE

### Base Salary

USD 2800 - USD 3500

### Qualifications

High School Diploma or equivalent (Graduate Pass preferred)

### Employment Type

Full time  
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### Experience

Minimum 1-2 years of proven administrative or office support experience.

### Skills

Exceptional organizational and time management skills, proficiency in MS Office Suite (Word, Excel, Outlook), strong verbal and written communication, high attention to detail, ability to handle confidential information, and a proactive approach to problem-solving.

### Responsibilities

Managing office correspondence and communications, organizing meetings and managing executive calendars, maintaining accurate electronic and physical filing systems, assisting with travel arrangements and expense reporting, and supporting the team with general administrative tasks.

### Description

Zenith Global Services is seeking a highly organized, efficient, and proactive **Administrative Assistant** to join our growing team in **Dubai, United Arab Emirates**. This role is pivotal in ensuring the smooth and effective daily operations of our office, providing essential support to management and various departments. We are looking for an individual who is driven, possesses excellent interpersonal skills, and is ready to contribute to a dynamic, international work environment. This position is ideal for experienced candidates or dedicated lower-level candidates looking to advance their career in a thriving global hub.

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### Hiring organization

Zenith Global Services

### Date posted

November 1, 2025

### Valid through

15.08.2026

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### Core Functions and Impact

As an Administrative Assistant, you will be the backbone of our administrative structure. Your primary objective will be to manage a wide range of administrative and clerical duties to support managers and staff, ensuring that all office operations are executed seamlessly. This includes overseeing all incoming and outgoing communications, maintaining critical documentation, and coordinating logistics for team activities. A keen eye for detail and the ability to manage multiple priorities simultaneously will be crucial for success in this role.

### Responsibilities in Detail

Your day-to-day responsibilities will encompass, but not be limited to, the following key areas:

- **Communication Management:** Answering and directing phone calls, managing the company's main email correspondence, and distributing mail efficiently to the appropriate departments.
- **Scheduling and Coordination:** Proactively organizing and scheduling appointments, maintaining complex calendars for multiple staff members and executives, and coordinating both internal and external meetings, including room booking and necessary setup.
- **Documentation and Filing:** Writing, formatting, and distributing professional correspondence (emails, letters, memos), assisting in the preparation of regular reports and presentations, and developing and maintaining an orderly and accurate electronic and physical filing system.
- **Office Operations Support:** Monitoring office supplies inventory and placing necessary orders, liaising with external vendors and service providers, and acting as the primary point of contact for visitors and internal/external clients.
- **Logistics and Reporting:** Assisting in making national and international travel arrangements, including accommodation and transport booking, and processing and reconciling expense reports for managers.
- **Confidentiality:** Handling all sensitive company and personnel information with the utmost discretion and professionalism.

### Candidate Profile and Requirements

We are seeking a candidate with a minimum of 1-2 years of relevant experience in an administrative support function. A High School Diploma is required, though a higher qualification such as a Graduate Pass is highly preferred. Essential skills include a high level of proficiency in the Microsoft Office Suite, particularly Word, Excel, and Outlook. The successful candidate must demonstrate strong organizational capabilities, excellent time management to prioritize effectively, superior verbal and written communication skills in English, and an unwavering commitment to reliability and professional integrity.

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