

<https://jobsleworld.com/job/executive-secretary/>

Executive Secretary

Job Location

Office 1205, Aspect Tower, Business Bay, 28905, Dubai, Dubai Emirate, United Arab Emirates

Remote work from: UAE

Base Salary

USD 3000 - USD 4200

Qualifications

Graduate Pass (Bachelor's Degree in Business Administration, Secretarial Science, or a related field preferred.)

Employment Type

Full time
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Experience

1-3 years in an Executive/Administrative Assistant role.

Skills

Proficiency in MS Office Suite, exceptional calendar and email management, strong verbal and written communication in English, minute-taking, discretion, and high-level organizational skills.

Responsibilities

Provide comprehensive administrative support to the executive team, manage executive calendars and travel, prepare high-quality reports and presentations, handle confidential correspondence with discretion, and coordinate meetings and events.

Description

Hakuma E Services is actively seeking a highly motivated and detail-oriented **Executive Secretary** to join our expanding corporate team in **Dubai, United Arab Emirates**. This is an exceptional opportunity for a talented individual, either at a lower experience level or with some proven experience, to build a solid career foundation supporting our senior executives in a fast-paced and dynamic international business environment.

As an Executive Secretary, you will be the central administrative point of contact, essential to the smooth and efficient operation of the executive office. Your primary mission will be to ensure the executive team's time is optimized and that all administrative functions are executed with a high degree of **professionalism** and **accuracy**.

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Hiring organization

Hakuma E Services

Date posted

November 1, 2025

Valid through

15.08.2026

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Your day-to-day work will involve **calendar management**, which includes scheduling complex internal and external meetings, prioritizing appointments, and managing conflicting demands with grace. You will be responsible for preparing and distributing a variety of documents, such as comprehensive reports, professional presentations, and detailed meeting agendas. Taking accurate and concise **minutes of meetings** and following up on crucial action items will be a core part of your duties, ensuring corporate decisions are tracked and implemented promptly.

The role requires an individual who can handle **confidential information** with absolute integrity and discretion, serving as a trusted gatekeeper for the executives. You will manage internal and external communications, drafting correspondence on behalf of the leadership and liaising with stakeholders, clients, and internal departments across different time zones. Furthermore, you will be in charge of making travel and accommodation arrangements, compiling detailed itineraries, and processing expense reports accurately.

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