

Executive Office Manager - Dubai, UAE

We're looking for someone who:

- Has excellent organisational skills
- Has strong communication, collaboration and problem-solving skills
- Has a background in negotiating and arranging business travel & events
- Has experience in managing others

If this is you, contact us now! humanresources@cockett.com

Cockett Group, is one of the world's largest value-added resellers of marine fuels and petroleum products and services.

We are currently recruiting for an **Executive Office Manager** to be based in our **Dubai Office**. The role is designed to support the Group Chief Executive Officer and Director Group Support Services, and to provide executive administration and office management in a proactive manner with minimal supervision.

Responsibilities include:

- Coordination of day-to-day activities of Executive Management Team and other departments as required
- Ensure timely completion of all Office Management related activities
- Organisation of various internal and external events across multiple geographies
- Ensure timely completion of various administrative duties such as corporate gifts and corporate subscriptions
- Coordination of business travel related activities

Our established values are at the core of the Group and are present in everything we do. They influence the way we work with our shareholders, working partners and with each other:-

Customer Focused



We are committed to listening and actively engaging with our customers

Excellence



We continually improve upon the knowledge, expertise and learning opportunities for our employees

Flexibility



We acknowledge and embrace change as essential and collaboration as necessary

Resourcefulness



We identify bespoke solutions to our customer's challenges and act creatively

Efficiency



We carefully and thoughtfully optimise our resources and costs

Sustainability



We seek every opportunity to develop our focus on environmental, social, and corporate governance

Required experience, education & skills:

- Bachelor's Degree
- Excellent written and verbal communication skills in English essential
- Minimum 3 years' relevant experience in office management (or senior PA), business travel and corporate events

In return Cockett Group offers:

- Good remuneration and benefits package to be discussed upon interview
- International and challenging career