

JOB DESCRIPTION: Personal Assistant to the CEO cum Office Administrator

POSTING DATE: April 09, 2018

LOCATION: Dubai (Almas Towers)

EMPLOYMENT TYPE: Full Time

Duties and Responsibilities

- Provide a complete secretarial and personal assistance for the CEO such as maintaining calendar and diary, managing travel arrangements, taking meeting minutes, receive and screen phone calls, handle office and personal documentation in an organised way, prepare expense statements.
- Assume reception duties
- Maintain petty cash, handle day to day banking such as account opening, cheque issuances, help with Dubai office budgeting and provide input into the book-keeping process
- Handle PRO related work such as coordinating for staff visa application, renewals, medical appointments, answer staff queries and provide full support as needed
- Ensure timely payments of office rentals, electricity, telephone bills etc.
- Travel co-ordination / Visa and accommodation Arrangements for staff
- Prepare expense claims for executive staff and liaise with Toronto office for payments
- Monitor office supplies and negotiate terms with suppliers to ensure the most cost-effective orders

Requirements

- 10+ years of proven experience as executive secretary or similar administrative role in Dubai
- Excellent organizational and time-management skills
- Self-starter and excellent team player looking for a long-term career
- Integrity and confidentiality
- Outstanding communication and negotiation abilities
- Degree in business administration or relative field
- Proficient in MS Office

About Fura Gems Inc.

Fura Gems Inc. is a gemstone mining and marketing company which is engaged in the mining, exploration and acquisition of gemstone licences. Fura's headquarters are located in Toronto, Canada and its administrative headquarters are located in the Almas Tower, Dubai. Fura is listed on the TSX Venture Exchange under the ticker symbol "FURA.V". Fura's current operations are in Colombia and Mozambique.

To apply: Send your resume to careers@furagems.com