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Test job 2

Description

The Executive Assistant provides administrative support to the MD, ensuring effective operations of the MD's office and time. The role involves managing schedules, coordinating meetings, overseeing the MD's office management, handling communication, and preparing documents for and on behalf of the MD. Acting as a key liaison between the MD and various stakeholders, the Executive Assistant ensures confidentiality, professionalism, and efficiency in all aspects of their work.

Responsibilities

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Qualifications

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Job Benefits

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Hiring organization

OMSA Integrated Service

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