

**PERSONAL EVENTS ASSISTANT**  
**Female**

Electra Events & Exhibitions provides comprehensive turnkey solutions across a wide range of activities in events & exhibitions.

Is this your **tag list**?

Event services Smart Reports Proposals  
Proactive Meeting minutes Mobile Timelines Deliverables  
Analytical Forms Priorities Mails Resourceful Suppliers  
On site Mac proficient Available Phone calls Internet savvy  
English Prioritizing Schedules French Getting the job done  
whatever it takes Online collaboration Mails Arabic Event &  
exhibition experience File management

Special events require special timings. This position requires full dedication and availability. **Interested?**

Send your motivation, resume and picture to [info@electradubai.ae](mailto:info@electradubai.ae)