



ZF Services Middle East (LLC), Dubai, UAE

ZF Aftermarket

Department	HR Department
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Your Ref.	HR/ JD/ 2018
Our Ref.	
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Profile: PA to Head of EEMEA – Services and Managing Director of ZF Middle East

Objective

ZF is a global leader in driveline and chassis technology as well as active and passive safety technology. The company has a global workforce of around 137,000 with approximately 230 locations in some 40 countries. ZF is one of the largest automotive suppliers worldwide.

The division Aftermarket of ZF Group guarantees the performance and efficiency of vehicles throughout their life cycle, with integrated solutions and the entire ZF product portfolio. Its combination of established product brands, digital innovations, customized products and services, and a worldwide service network has made ZF a sought-after partner and number two in the global automotive aftermarket.

ZF Services Middle East is a subsidiary of ZF responsible for all after sales activities in the region. It has offices in Dubai and Doha to provide spare parts, maintenance, repairs and technical consulting. To assist the Head of EEMEA domain Services who is also the Managing Director of the ZF Middle East, we are looking for a competent and energetic Personal Assistant.

Main responsibilities include general secretarial duties; to assist the Managing Director, as directed; to support the core management team in the company's operational activities and weekly/monthly/annual meetings; to co-ordinate with ZF group offices worldwide in various regional supports; to contribute to the development of plans, policies and procedures as required; to ensure the achievement of all related tasks smoothly and in a timely manner.

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Core duties and responsibilities

- Manage and maintain the Head of EEMEA/MD's diary and meetings
- Assist the Head of EEMEA/MD in official presentations
- Ensure guests meeting with the Head of EEMEA/MD are well taken care of
- Minute general meetings as required and complete research on behalf of the Head of EEMEA/MD
- Co-ordinate the office management meeting groups and keep track of the ongoing projects
- To check status of ongoing work packages in each projects and update records
- Support in arranging official lunch and dinner meetings, company events etc.
- Keep and retrieve files
- Manage the travel desk for flight/hotel/travel related bookings
- Organize visas for the employees for their business travel
- Answer incoming calls for the corporate office number and transfer it to the right departments
- Prepare and issue admin related letters (NOC, Declaration letter etc.)
- Handle monthly office stationary and grocery

Requirements:

- A good deal of common sense, etiquette and an ability to think on one's feet
- A graduate degree with 2-3 year experience in the same field
- Shorthand and excellent typing skills, speed and accuracy essential
- Good computer literacy (MS Office, Excel, PowerPoint)
- Excellent organisational skills
- Excellent communication skills, both verbal and written
- Professional telephone etiquette
- Proven ability to work under pressure and to tight deadlines
- Bright, confident personality & personable
- Flexible and mature approach with ability to work without supervision

Language requirement

- English & German are mandatory

Mobility requirements

- Valid UAE driver's license

Target joining date

- At the earliest