

JOB DESCRIPTION

1. JOB HOLDER & JOB DETAILS:

Position Title:	RECEPTIONIST/ PA TO THE MANAGING DIRECTOR
Reports to:	RECEPTION DUTIES TO HR/ LEGAL & ADMIN MANAGER PA DUTIES TO THE MANAGING DIRECTOR
Department:	HR/ LEGAL & ADMIN Department
Prepared / Revised on:	October 2025

2. ABOUT EUROTECH

Eurotech was founded in 2002 in Dubai and is strategically located in the Jebel Ali Free Zone, the largest port in the Middle East.

We design and manufacture sheet metal products of absolute quality for highly demanding industries.

For the past 20 years, we've set the bar high, helping the most exigent customers with our customized engineering solutions, offering the flexibility and technical expertise they require.

3. JOB PURPOSE

The role holder will provide general office support with a variety of clerical activities and related tasks. She will be responsible for answering incoming calls, directing calls to appropriate associates, mail distribution, flow of correspondence, requisition of supplies, and additional clerical duties. She supports clients directly as the go-to person for all needs, including daily administration, calendar management, travel schedules, project coordination, delivering presentations, and answering calls. She is the spokesperson for the client on all matters.

4. DUTIES AND RESPONSIBILITIES

1. Acting as a first point of contact: dealing with correspondence and phone calls
2. Taking and retrieving messages for various personnel
3. Managing diaries organizing daily meetings and appointments, and controlling access to the Managing Director
4. Ticket booking and arranging travel, transport and accommodation
5. Reminding the Managing Director of important tasks and deadlines
6. Typing, compiling and preparing reports, presentations and correspondence
7. Managing databases and filing systems
8. Liaising with staff, suppliers and clients
9. Collating KPIs from all the departments
10. Provides callers with information such as company address, directions to the company location, company fax numbers, company website and other related information
11. Coordinates the pick-up and delivery of express mail services
12. Assists with other related clerical duties such as photocopying, faxing, filing and collating
13. Coordinate and arrange company functions/exhibitions
14. Coordinate and manage minutes and action lists from meetings
15. Creation of JAFZA gate passes in the absence of the Admin Support Assistant for Eurotech's visitors/ external members

5. QUALIFICATIONS, EXPERIENCE, & SKILLS:

QUALIFICATIONS:

- Bachelor's degree is required
- Client service experience is a plus

EXPERIENCE, & SKILLS

- At least 1 year of continuous experience in a similar role
- Advanced Microsoft Office Skills
- Discretion and trustworthiness
- Flexibility and adaptability
- Outstanding verbal and written communication skills
- Excellent organizational skills and the ability to multitask
- Exemplary planning and time management skills
- The ability to be proactive and take the initiative
- Ability to interact with high-profile clients and executives
- Attention to detail
- Tact and diplomacy
- Reliable and dependable
- ability to handle sensitive information with discretion and integrity.

6. NEXT STEPS

If you have what it takes to join our ambitious organization, please send your CV + salary expectations to sheila.valentino@eurotech-metal.com.

Please note that only candidates with the right profile and experience will be shortlisted.