



We passionately create enthusiastic customers and build a better future! In doing so we live our values: integrity, courage, teamwork and commitment. We supply innovative solutions offering superior added value to construction professionals in 120 countries throughout the world.

For our Regional Office (Middle East and South Asia Region), based at Jebel Ali Free Zone – Dubai, we are looking to fill the position of:

## Executive Assistant to General Manager

### Your responsibilities

- Co-ordination of Senior Managers' agendas and activities
- Managing confidentiality matters and administration
- Planning and managing of meeting and events
- Co-ordination and maintenance of contact with Head Quarters
- Handling of Main Supplier/Services relationship incl. contractual matters
- Dual responsibility, also supporting HR Manager in handling of personnel admin
- Assist Team in HR benchmarking (incl. continuous review of benefits and legal matters)
- Maintain and train on HR, Office and Quality Manual

### Your profile

- High school graduate with diploma, 28yrs+, talented, carrier oriented, team player
- Previous HR / Office support experience essential
- Proactive behavior, think outside the box and courage to challenge the status quo
- English/German (business correspondence level)
- Computer and Presentation Skills (Microsoft Office)
- UAE Driving license of preference

We look forward to receiving your application with photo latest 27<sup>th</sup> March 2008 by email only (Reference: PA103/2008).

Hilti Regional Office (Middle East & South Asia), HR Manager  
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