

LAS OLAS HOLDINGS LTD.

EXECUTIVE AND PERSONAL ASSISTANT

Las Olas Holdings Ltd. is a newly established family office with various international and local investments. We are recruiting for this broad role in which you will need to provide confidential and professional PA service to the Chief Executive Officer. Responsibilities include but not limited to:

- Support the CEO both professionally and personally
- Support the CEO as required with setting up executive, board and personal meetings
- General office management
- Support the CEO with social and charitable engagements

Qualifications and Requirements

- At least 15 years in a similar role
- A motivated and flexible individual with exceptional multi-tasking abilities
- Effective communicator with people
- Required to maintain confidence and discretion at all times
- Able to work with tight deadlines and need to be accurate as well as demonstrate excellent organization and time management skills
- Must be IT literate with experience of Microsoft Office
- Willingness and ability to work overtime and on weekends as well as travel overseas

If interested, send your CV confidentially to lasolasholdings@hotmail.com.

Closing date: **FEBRUARY 28, 2022**

NO AGENCIES PLEASE