



Empira is a Private Equity Real Estate manager focused on private investments within German-speaking Europe and the United States. Our investment capabilities cover the entire lifecycle of a property – identifying real estate opportunities, ensuring a smooth acquisition process, and optimized asset management. Empira's vertical integration, incorporating in-house development capabilities, allows us to create sustainable investment solutions across the capital structure. We are also one of the leading European real estate debt managers offering junior, mezzanine, and whole loan solutions to our clients.

In order to further execute our growth strategy, we are looking for a committed and entrepreneurial personality **for our Dubai location** as:

Business Assistant (m/f/d)

Position Overview

Working in Empira's Dubai office, the successful candidate will be part of an agile team with responsibility for driving Empira's growth across the United Arab Emirates. A central feature of Empira's philosophy is providing flexibility and genuine solutions to our clients' investment problems. This translates to a dynamic culture across the organisation, whereby all team members are encouraged to voice their opinions and develop their ideas from the beginning of their time at the firm. Empira is strongly committed to career development and talent retention, so our associates are encouraged to think and facilitated to work towards the area where they would like to spend the next stage of their career.

Your tasks

- First point of contact for internal and external requests
- Independent coordination and completion of office organisation tasks
- Answering and processing telephone calls, e-mails and mail
- Coordinating and organising appointments (telephone and video conferences, internal and external meetings, events, etc.) and hosting guests at meetings
- Preparing documents for meetings and presentations
- Supporting the on-site staff in administrative tasks
- Travel planning, booking and accounting
- Assumption of individual, specialist tasks after initial training

Your qualification

- Completed training, preferably in the commercial sector, the real estate industry or in the hotel industry
- Work experience as a team or office assistant is an advantage
- Excellent communication skills and ability to write clearly and concisely
- Good user skills of Microsoft Office (Outlook, Word and Excel as well as PowerPoint)
- Positive, friendly, well-groomed appearance and polite manners
- High level of commitment, flexibility and customer orientation as well as organisational talent

Our offer

- Young, dynamically growing company with flat hierarchies
- Long term career plan, professional growth and opportunities for further training and development
- Flexible working arrangements
- A wide range of creative opportunities
- Committed and motivated team
- Performance-related remuneration

Please send your complete application documents, including your salary expectations and possible starting date, by e-mail to careers@empira-invest.com.

Empira Investment Solutions S.A
Mr. Walid Ibrahim

We look forward to receiving your application!