



Job Title:	<i>Administrative assistant</i>
Reports To:	Executive Director
Subordinates:	Office Support Staff
Related Parties:	Suppliers, Staff, Building superintendent, other services providers

Position Summary

Follows up on all secretarial and administrative issues.

Duties and Responsibilities

- To act as the focal point for external communication and correspondence in a timely and accurate manner.
- To manage record while locating file, keeping them and updating them and with a high sense of responsibility and confidentiality especially those relating to: projects proposals, reports, budgets, contracts, rental, codes of conduct, job descriptions, attendance sheets, holiday and sick leave requests, disciplinary documents, appraisals and others.
- To attend staff meetings (and any other assigned meeting by the Executive Director), take minutes, type them and communicate them appropriately.
- To answer telephone calls and give information to callers, take messages, or transfer calls with accuracy and friendliness.
- To handle visitors inquiries and direct them to colleagues according to their needs.
- To schedule and confirm appointments for external stakeholders.
- To prepare and mail/e-mail checks.
- To prepare monthly office rental payments, make sure that all the office related bills are paid on time and with appropriate filing.



- Any other duties relating to the nature of the job as directed by the Executive Director.

General Qualifications

- Relevant university degree or equivalent
- Relevant experience in similar contexts

- Proficiency in MS Office skills
- Knowledge of local laws and regulations
- Fluency in written and spoken Arabic and English – French is a plus

- Strong communication skills
- Good organizational skills
- Able to work with low supervisory
- Self motivated
- Team player

Candidates not matching the above criteria will not be considered.

Deadline for applications: August 30th, 2009

Salary: Undisclosed. Please note that this is a local position.

Vacancies Contact:

Please send a resume and a cover letter explaining how your skills and experiences meet the needs of the position to jobs@alefliban.org and put **ADAS** in the Subject Line.

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