



## **JOB DESCRIPTION**

- **Position Title:** Administrative Assistant
  
- **Job Introduction:** To carry out the work of the Administrative Assistant from printing, correspondence, communications, receiving and conducting telephone calls, reception, organizing all administrative services, and follow up social media such as Facebook, Twitter, Instagram, and LinkedIn.

### **Job Responsibilities:**

- Be committed to work 42 hours on the dates agreed upon and do not do any work contrary to the interest of INAASH.
  
- Preparing reports and correspondence issued by the Board members and the manager.
  
- Being sure to record and keep all documents, transactions, correspondence and notes received and issued and regulate circulation and retrieval and maintain the confidentiality.
  
- Writing her daily tasks in the Time Sheet list.
  
- Categorizing documents according to the approved subject and according to the system and assumes responsibility for their confidentiality, preservation and circulation.
  
- Receiving the incoming mail and presents it to the manager and assigns it according to his instructions to the concerned authorities.
  
- The task of archiving memos and correspondence.
  
- Receiving visitors and directing them to the appropriate place when visiting the association.

- Conducting internal and external communications to the Assembly as directed.
- Helping the Manager and Board members with the processing of events, exhibitions and meetings
- Tracking the record of the arrival and departure times of employees, sick leaves, vacations and time sheet.
- Performing the tasks assigned to her by the Manager from similar works within the scope of her competence.

**Education:**

- Minimum BA, in Business Administration or IT preferable.

**Professional profile:**

- Minimum 2 years of relevant work experience.

**Personal Skills:**

- Good listener.
- Ability to work in team.
- Effective written and oral communication skills (in Arabic and English).
- Excellent command of English and Arabic languages, French is a plus.