



Administrative Assistant

Administrative assistant will be reporting to Finance and Administration Manager.

Job Requirements:

- BA in any field.
- Very Well organized and detailed oriented.
- Excellent command of Arabic Language (Both Speaking and Writing)
- Good command of English language.
- Perfect command of computer skills & MS Office with familiarity with spread sheets and Excel
- Time management and ability to set priorities based on work load.
- Good communication skills
- At least 2 years of experience in admin work.

Job Responsibilities:

- Ensure that information system run smoothly
- Set up procedures and policies for visitors.
- Organize to ensure that all procedures are conducted.
- Maintain the general filing system and file all correspondence.
- Making plan and preparation of meetings internal and external meetings
- Maintain an adequate inventory of office supplies.
- Monitor the use of supplies and equipment.
- Coordinate the repair and maintenance of office equipment.
- Primary liaison with Fund service providers (internet, phone, car service, etc.).
- Maintain computer and internet system.
- Oversee daily and weekly maintenance of office machines.
- Assure follow through on maintenance agreements or contracts.
- Inventory and order office materials.
- Employee Relations managing absence, disciplinarians, grievances, sickness etc.
- Recruitment & retention – Assist in recruitment activity
- Sort and distribute mail daily.
- Assure that oral communication (both in person and by phone) is relayed to appropriate staff person.
- Assure requested announcements and information to be communicated to company membership, committee members etc. is followed through.
- Program and communication activities including but not limited to meeting set-up and volunteer follow-up.
- Works as a team member to maintain and keep current the area's central files and affiliate database.

Please send your CV to wataneya@wataneya.org