JOB TITLE: Administrative Assistant

DEPARTMENT: Facilities Planning & Design Unit

1. BASIC FUNCTION:

Supports the Department in the daily operations. Tasks and duties include but are not limited to, performing clerical and administrative duties, participating in budget preparation and offering administrative support to the executive officer and to other staff of the department.

2. DUTIES PERFORMED:

a. Participates with the executive officer in the preparation of the department’s operational budget, checking previous expenditure figures, collecting information from past budget forms and monitoring budget expenditures.

b. Provides administrative assistance to the executive officer and the Director when requested.

c. Maintains department's petty cash and keeping record of all payments made and sending statements/payment vouchers to executive officer to check and clear for approval and replenishment of funds as necessary.

d. Guides and directs the work of the secretary, and screens all the work before submitting it to the executive officer.

e. Prepares Bid documents by performing all related tasks from typing, copying, calling bidders, distributing bids, organizing internal meetings with the concerned entities, up to the award of the bids, all as per directives of the executive officer and Director of FPDU.

f. Follows up on payments related to Projects and prepares related report charts.

g. Performs other related duties as requested.

3. WORK CONTACTS:
Regular contacts with work associates. Frequent contacts with Director and staff members when arranging staff meetings, handling enquiries regarding requisitions, payments, leaves etc., and with the students that are on Work Study Program.

4. **INDEPENDENCE OF OPERATION:**

Reports to the Executive Officer as first Supervisor & to the Director as second level supervisor.

Works according to established policies & procedures of the department and of the University, clearly set precedents and professional administrative standards. Completed work is checked at subsequent stage in the work cycle.

5. **Supervisory Responsibility:**

Gives work direction to 1 secretary.

6. **PHYSICAL EFFORT:**

Minimal physical effort involving working with files and records, bid documents filing and organizing, computer approximately 80% of the working time.

7. **WORK CONDITIONS:**

Clean and Pleasant at all times.

8. **MINIMUM REQUIREMENTS:**

   a. B.A. degree plus 3 years experience in administrative work.
   
   b. Ability to type English at 50 wpm.
   
   c. Good knowledge of English and Arabic.
   
   d. Good familiarity with commonly used word processing, Excel spreadsheet, and database software packages and Oracle system.