JOB TITLE: Secretary

DEPARTMENT: Facilities Planning & Design Unit

1. BASIC FUNCTION:

Carries out various secretarial and clerical duties in the department, including answering telephone calls, typing and printing from computers, keeping and updating files, dispatching and distributing outgoing and incoming mail, distributing paperwork and other correspondence, and answering queries on general matters related to the department.

2. DUTIES PERFORMED:

a. Records, registers and files all documents, correspondence, etc. Maintains and improves filing system in the Department to ensure efficient access and security at all times.

b. Receives incoming mail, sorts it and according to instructions given opens mail, records receipt and distributes. Passes on routed documents between FPDU to locations for further action. Receives and registers outgoing mail and dispatches to different team members.

c. Screens telephone and personal callers, determines which can be handled by the Executive Officer. Places outgoing calls as requested. Takes messages, as necessary.
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d. Answers queries, which may require detailed knowledge of organization, procedures and regulations of the Department concerned, or collection of information from files or other offices inside or outside the Department after consulting with the Executive Officer.

e. Maintains correct and updated invoices status.

f. Types / prepares requisitions and payment vouchers for the signature of the Manager/Director.

g. Performs other related duties such as preparing requisitions for stationary, office equipment and supplies required, arranging for receipt, storing and issuing of such items, etc.

3. WORK CONTACTS:

Regular contacts with staff up to senior management level, and with visitors from outside the University at various levels.

4. INDEPENDENCE OF OPERATION:

Reports to the Executive Officer. Works according to general or specific instructions, secretarial and clerical standards and established procedures of the Department and of the University. Completed work is spot-checked.

5. SUPERVISORY RESPONSIBILITY:

None.

6. PHYSICAL EFFORT:

Slight physical effort related to the use of copiers, computers and printers, approximately 25% of working time.

7. WORK CONDITIONS:

Clean and Pleasant.

8. MINIMUM REQUIREMENTS:

a. Completion of Secondary (13 years) education (BACC II).
b. Five years secretarial experience.
c. Good familiarity with commonly used word processing, Excel spreadsheet (English and Arabic).
d. Ability to type English at 50 w.p.m.
e. Very good knowledge of English and Arabic.