JOB VACANCY FORM

Full-time □ Part-time □ Summer-Job □ Internship

Job Title: Personal Assistant – QATAR

Application Deadline: 28/02/2014

Reference Number: 070214-3

Company Description

TYPE: □ Local X Regional □ Multinational

INDUSTRIAL SECTOR: Reinsurance Brokerage, Insurance Broking and Insurance

BRIEF FIRM PROFILE/DESCRIPTION:
Our company manages separate strategic business units such as reinsurance broking, direct insurance broking, and insurance risk bearing and consultancy services. A single decade transformed this three-individuals single-office operation into institution built around a strong talented team, a solid but flexible management process, superior client service, regional branch network and clear expansion strategy.

Job Description

BRIEF JOB DESCRIPTION: Personal Assistant- Qatar

- Manage CEO and COO Agenda: Schedule meetings, invitations, seminars..

- Arranges for travel, hotel bookings and pickups

- Liaising with Grey, our agent, regarding all ads, events, PR and company related issues

- Filter queries, phone calls, emails that I receive on behalf of CEO/COO beside highlighting important information that we pass through

- Prepare letters and emails, for all departments, to be sent to client/potential client -Filing and scanning all emails, letters, invitations, minutes of meetings and other related documents
- Set meetings with guests and arrange for details as pickups, arrange meeting room, welcome them and assisting in any related task such as lunch arrangements

- Arrange for managers’ meetings and following up the tasks set by CEO/COO for each employee to fulfill and assist and assist if needed.

- Preparation of MOM and circulating to the teams

- Make sure managers attend set seminars/ events asked by CEO/COO

* Administration and Purchasing:

- Hotel bookings, coordinating flight bookings, airport pickups and drops, meetings of company guests and assisting in any additional requirement.

- Immigration: Preparation and renewal for business visas, work visas, family visas, new resident permits, multiple exits, family resident permits,

- Maintain the permits renewal list updated at all times.

- Renewal and Updating of CR.

- Cancellation of Resident permit and multiple exit of resigned employees.

- Purchasing: Getting quotations from printing presses for needed stationary, booklets, business cards, files, invitations...

- Prepare LPOs for all departments, follow up delivery dates, receiving invoices, submitting to accounting and following up the payments (also goes for hotel bookings and other task related issues)

* HR

- Schedule interviews for candidates as/if requested by Beirut Office and ensuring interview takes place

- Follows up on employees attendance and their leave requests report to Beirut office.

- Report employees problems to HR Director.

**JOB LOCATION(S):**
City:  **DOHA Country: QATAR**

**DEGREE:**

X Bachelor  X Master  □ Doctoral Degree

□ Undergraduate Student/ Degree not Necessary  □ Teaching Diploma

**MAJOR/ EMPHASIS:**  • Bachelors or master’s degree in Business Administration

**WORK EXPERIENCE:** 0
SKILLS:
Languages Skills: X English  X Arabic  □ French  Other:
Computer Skills: Proficiency in Microsoft Office
Other Skills:

SALARY
Basic Salary Range: Paid
Other benefits include:
X Accommodation  X Health Insurance  X Return Ticket  X Bonus
□ Laptop  □ Mobile Phone  □ Children’s Education  X Transportation
X Lebanese NSSF  □ None

WORKING DAYS: SUNDAY TILL THURSDAY

WORKING HOURS: FULL TIME 8.00 AM TILL 5.00PM

How to Apply
Interested candidates may send your resume by email to: Dr. Maryam Ghandour (mg03@aub.edu.lb) specifying the reference number: 070214-3

If you wish to be removed from the mailing list of Career and Placement Service, Student Affairs, click on the following hyperlink: http://tinyurl.com/CPSunsubscribe and fill the necessary information.

ALL STUDENTS AND AUB GRADUATES SHOULD ATTACH THEIR UPDATED RESUME AND COVER LETTER WITH EVERY JOB APPLICATION; OTHERWISE, YOUR EMAIL WILL BE DISREGARDED.

For further information, please do not hesitate to contact:

Dr. Maryam Ghandour

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The job vacancies are for AUB students and alumni ONLY.