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**JOB VACANCY FORM**

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

**Job Title: Administrative Assistant**

**Application Deadline: Thursday 16- May-2014**

**Reference Number:** 120514-8

**Company Description**

**TYPE:** □ Local □ Regional X Multinational

**INDUSTRIAL SECTOR:** INGO

**BRIEF FIRM PROFILE/DESCRIPTION:**
We exist to alleviate suffering, poverty, and oppression by helping people build secure, productive, and just communities. The agency pursues its mission through emergency relief services, sustainable community development, civil society and economic development initiatives. We have been present in the Middle East since the 1980s and currently has offices in Yemen, Lebanon, Palestine, Jordan, Syria, Iraq, Egypt and Libya. Working in Lebanon since 1993, we are running community development programs focused on promoting economic development and increased opportunity for disadvantaged communities, while responding to emergencies as they have emerged. Until recently our focus had been on programs aiming to bolster civil society and give voice to under-represented groups through the empowerment of young leaders. Recently, the program portfolio has expanded in response to the massive refugee influx from Syria. The emergency response component of the portfolio will be an increasing focus and driver of programming in Lebanon.

**Job Description**

**BRIEF JOB DESCRIPTION:**

**GENERAL POSITION SUMMARY:**
The Receptionist is responsible for providing secretarial, clerical and administrative support in order to ensure that our activities are provided in an effective and efficient manner.

**ESSENTIAL JOB FUNCTIONS**

1. Answer all incoming telephone calls and direct to the proper person or department.
2. Make telephone calls as requested for staff.
3. Use intercom system to transfer calls and announce visitors.
4. Send and receive faxes and log in.
5. Greet and receive all visitors, suppliers, etc.
6. Maintain staff attendance log.
7. Maintain and regularly distribute current contact list of all staff and contact details.
8. Make photocopies as needed.
9. Make travel arrangements as needed.
10. Prepare correspondence as needed.
11. Receive and log in mail and distribute.
12. Maintain adequate inventories of office supplies, log distribution of supplies.
13. Assist Office Coordinator as required.
14. Assist staff with routine, administrative duties.
15. Conduct himself/herself both professionally and personally in such a manner as to bring credit to us and to not jeopardize its humanitarian mission.
16. Other duties as assigned.

**JOB LOCATION(S):**

City: Ashrafieh  
*Country*: Lebanon

**DEGREE:**

- Bachelor  
- Master  
- Doctoral Degree

- Undergraduate Student/ Degree not Necessary  
- Teaching Diploma

**MAJOR/ EMPHASIS:**

WORK EXPERIENCE: Minimum 1 year experience with office administration; computer skills are required, must be an independent thinker and have strong organizational skills; demonstrated experience scheduling and managing staff from multiple departments

**SKILLS:**

- **Languages Skills:** English  
- Arabic  
- French  
- Other:

- **Computer Skills:** Advanced computer skills in MS Office programs, particularly Excel and Access

- **Other Skills:** Prior experience with computerized general ledger software

**SALARY**

Basic Salary Range:

Other benefits include:

- Accommodation  
- Health Insurance  
- Return Ticket  
- Bonus

- Laptop  
- Mobile Phone  
- Children’s Education  
- Transportation

- Lebanese NSSF  
- None

**WORKING DAYS:** MONDAY-FRIDAY
How to Apply

Interested candidates may send your resume by email to: Dr. Maryam Ghandour (mg03@aub.edu.lb) specifying the reference number: 120514-8

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

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For further information, please do not hesitate to contact:

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The job vacancies are for AUB students and alumni ONLY.