Job Announcement – Administrative Assistant/Receptionist

Position: Administrative Assistant – Full-time

Duration: 1 year

The Administrative Assistant performs daily administrative activities for the Director of the institute, coordinates administrative tasks, prepares responses to correspondence containing routine inquiries, performs word processing and facilitates routine financial transactions. Applicants must have very good typing skills in Arabic and English.

Duties Performed:

- Assists the Director of the institute in all administrative tasks
- Performs front desk reception duties, including answering phone calls, setting up meetings and coordinating with guests and visitors
- Maintains professional records, including setting up and maintain office and computer filing systems
- Handles preparatory steps for meetings, conferences; including coordinating dates and times, venues, attendance, agendas, and catering where needed
- Coordinates with University offices/departments for routine communications and transactions
- Purchases office supplies using I-Procurement
- Prepares memos, and financial statements, using word processing, spreadsheet, and database software
- Types notes, reports, speeches and other documents
- Performs other related or similar duties as requested

Skills Required:

Excellent communication and word processing skills in English and Arabic
Very good typing skills in Arabic and English
2-3 years administrative experience
Bachelor's degree required

Application Guidelines:

Please send a CV with cover letter with the subject "Administrative Assistant" to re49@aub.edu.lb

In compliance with AUB policy, applicants must be Lebanese or eligible for a work permit.