



	Job Description	Date	
		Revision	
<b>Job Title: Administrator</b>			
<b>Department :</b> Admin		<b>Reports To :</b> General Manager	
<b>Job Summary:</b> Strong organizational, administrative and analytical skills. Excellent spelling, proofreading and computer skills. Ability to maintain confidentiality. Excellent working knowledge of all Microsoft Office packages. Ability to produce consistently accurate work even whilst under pressure. Ability to multi task and manage conflicting demands. Ability to type at least 60+ wpm.			
<b>Primary Duties and Responsibility:</b> <ol style="list-style-type: none"> <li>1) Meeting and greeting clients and visitors to the office.</li> <li>2) Typing documents and distributing memos.</li> <li>3) Supervising the work of office juniors and assigning work for them.</li> <li>4) Handling incoming / outgoing calls, correspondence and filing.</li> <li>5) Faxing, printing, photocopying, filing and scanning.</li> <li>6) Organizing business travel, itineraries, and accommodation for managers.</li> <li>7) Monitoring inventory, office stock and ordering supplies as necessary.</li> <li>8) Updating &amp; maintain the holiday, absence and training records of staff.</li> <li>9) Responsible for purchase orders.</li> <li>10) Raising of purchase orders and invoice tracking.</li> <li>11) Creating and modifying documents using Microsoft Office.</li> <li>12) Setting up and coordinating meetings and conferences.</li> <li>13) Involvement in social media implementation.</li> <li>14) Updating, processing and filing of all documents.</li> </ol>			
<b>Other skills and competencies:</b> Should be fluent in English & Leading personality			
<b>Work Experience</b> At least 5- 6 years experience as a administrator in service providing organization Middle East experience is an advantage			
<b>ACADEMIC EDUCATION:</b> Minimum graduate/level.	<b>CERTIFICATIONS:</b> Diploma	<b>LICENSES:</b>	
<b>TRAININGS:</b>	<b>WORK CONDITIONS:</b> Can work with less supervision and under pressure.		
	<b>OTHER REQUIREMENTS:</b> AGE: MINIMUM – 25 years old MAXIMUM – 40 years old DRIVING SKILLS: YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> Physically strong and healthy.	<b>COMPUTER KNOWLEDGE:</b> Microsoft Office, preferably word and Excel spread sheets, E-mails and other Window-Based applications.	