

Administrative Assistant

Role and Responsibilities:

- Greet and assist visitors.
- Maintain office files.
- Responding to all calls.
- Liable for sell and purchase orders and reporting them to HR and make a purchase request if needed.
- Managing calendars.
- Travel and events arrangement.
- Coordinate meetings, call conference, letters typing, organization charts, printing scan, and copy and perform tasks in the letter.
- Letter's typing, organization charts.
- Prepare daily minute of meetings.

Qualifications:

- BA of Business Administration or Related Discipline
- Years of experience 1-3.
- Fluent English and Arabic.
- Strong communication skills
- Computer and internet research skills

Type of vacancy: Full Time Job

Number of vacancies available: 1

Working Conditions:

Day(s) off: Friday & Saturday

Working Hours: 9am to 5 pm

Monthly Salary:

Negotiable

Location:

Smart Village