

ADVANCED CONSTRUCTION TECHNOLOGY SERVICES

JOB DESCRIPTION

Job Title : Administrative Assistant

Division : Administration

Name:

I- Assignment

Keeps official records and executes administrative policies determined by management or in conjunction with other responsible persons.

II- Function

To undertake all secretarial and administrative work for the organization.

III- Aims of the Job

To ensure smooth communication between the General Manager and the customers or employees of the organization. To reflect the company image through skilled communication and correspondence.

IV- Reporting

To the Country Manager

V- Supervising

Drivers, Office boys.

VI- Duties and Responsibilities

- Manages and independently schedules appointments for the Country Manager.
- Optimizes the time schedule of the Country Manager.
- Screens incoming calls and correspondence and responds independently when possible. –
- Receives, distributes external and internal correspondence addressed to the General Manager.
- Arranges events or conferences in Lebanon by arranging for facilities and caterers, issuing information or invitations.
- Maintains attendance sheets in the Main Office.
- Monitors and directs petty cash expenses in the Main Office. Accordingly, submits routine statements to the accountant on all the petty cash accounts of the Main Office.
- Maintains, monitors, and directs stationary in the Main Office.
- Takes and transcribes dictation, and composes and prepares all correspondence.
- Creates and maintains database and spreadsheet files.
- Arranges complex and detailed travel plans and itineraries, compiles documents for travel-related meetings, and accompanies General Manager when needed.
- Directs preparation and filing of corporate legal documents with government agencies to conform to statutes.
- Follows up maintenance contracts and coordinates maintenance visits related to office tools and equipment.
- Follows up vehicles registration and associated paperwork.
- Maintains, updates, and reviews personnel files and coordinates with personnel and legal office to ensure consistent legal status for all company personnel.
- Coordinates with the Insurance agents to ensure consistent insurance of company assets as prescribed by the General Manager, and maintains insurance files and records.
- Acts as custodian of corporate documents and records.
- Establishing an organized database of job application, screening and filing them by category.

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- Placing Uniform orders and keeping Uniform inventory up to date.
- Preparing appointment letters, and saving employees' contacts with all their related necessary documents.
- Fulfill Visas requirements, arranging travels and hotel accommodations;
- Undertaking purchase requests related to administration and implementing the purchasing procedure for other Divisions.

VII- Co-operation and Contact

With all staff and employees in the company; with representatives from the company customers and all companies and firms associated with provision of goods or services to the company, as directed / agreed by the General Manager.

VIII- Qualification

1- Education and Experience:

Associate's degree (A.A.) or equivalent from two-year college or technical school and one year related experience and / or training; or equivalent combination of education and experience.

2- Language Ability : (Arabic, English, French)

Ability to read and interpret documents such as safety rules, operating and maintenance instruction, and procedure manuals. Ability to write routine reports and correspondence.

3- Math Ability :

Ability to add, subtract, multiply, and to divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

4- Computer Skills :

Word processing, Spreadsheets, E-mail, Inventory, database software.

1- Work Environment :

The noise in the environment is quiet to moderate.

Authorized by Country/Admin Manager

Initial _____

Date _____

Agreed by Administrative Assistant