

Job Title: Office Administrator

Location: NAA office, Damascus, Syria

Working Language: English

Salary: Competitive Salary

Job Type: Permanent

Job Duration: 3 months probation; in case of acceptance, a long term contract.

Responsible to: Managing Director (MD)

Responsible for: Successfully delivering the targeted objectives of NAA Group and effectively implementing the organization's strategy.

Job Profile

The Office Administrator provides support and assistance in planning, organising, evaluating and following up on all meetings. S/he will assist the MD with a variety of complex duties, involving exposure to confidential information. S/he will have to utilise independent judgment, determining when to act for the MD and when to refer problems for his personal attention.

Main Duties and Responsibilities

- ✓ Screen and direct office telephone calls, respond to diversified inquiries from Stakeholders, employees, personal contacts and the general public.
- ✓ Administer the creation, maintenance and update of proper filing systems (electronic and hard copies)
- ✓ Provide back up support to the MD concerning operations, report writing, project planning, budgeting and implementation as needed
- ✓ Make preparations for meetings including calendar management to ensure smooth, timely and proper administration of the organisation's activities
- ✓ Attend and take minutes of meetings for approval, while ensuring delivery and distribution as well as follow up on action plans is done in a timely manner
- ✓ Guiding new-comer colleagues into the company culture and atmosphere when needed
- ✓ Prepare internal and external presentations including agenda and handouts
- ✓ Receive, sort and screen all incoming faxes and mail. Categorise and prioritise responses needed. Use initiative to prepare responses for signature and assemble background information from many sources. Summarise lengthy correspondence, highlighting key sentences and topics. Follow up to ensure proper and timely action is taken
- ✓ Provide confidential support to the MD with the revision and compilation of documents and presentations to the Board and other external audiences
- ✓ Translation of documents: English / Arabic
- ✓ Develop & manage a Stakeholder and contact database
- ✓ Carry out research, relevant studies and general analysis on specific topics as required
- ✓ Compose and edit correspondence and documents prepared on behalf of the MD

Personal Specifications

Qualifications

Minimum Bachelor level degree

Experience:

- ✓ At least 3 years experience related to office administration and/or coordination

Skills/Abilities

- ✓ Ability to operate in a highly confidential environment
- ✓ Excellent analytical and internet skills
- ✓ Computer literate (MS Office)
- ✓ Fluent in Arabic and English
- ✓ Superior writing and report writing skills
- ✓ Outstanding people and relationship management skills
- ✓ A good team player and co-ordinator
- ✓ Self-starter and multi-tasker, always ready to take initiative