

Center for Career Placement & Alumni
Graduate Placement Services (GPS)

JOB VACANCY FORM[®]

Job Reference No.: JV615

Company Name: United Arab Emirates University



Company Type: Government

Job Position/Title:	Administrative Assistant	Academic Major:	Business & Economics
Salary Range:	Competitive Package	Years of Experience:	Fresh graduates or with experience 2 years)
Job Location:	FMD	Job Type:	Full-time
Nationality:	Only UAE Nationals	Gender:	Both
Job Description:	• Performs a variety of administrative and/or secretarial support activities such as composing replies to correspondence on own initiative, interpreting and explaining established policy and procedure in response to inquiries from a variety of sources. • Assigns work to office staff and monitor its production. • Prepares or directs preparation of minutes, notices, manuals, agendas, decrees and correspondence with all supporting documentation, requiring application of a specialized knowledge of the assigned function. • Researches, summarizes and analyses information; compiles data to prepare special and recurring reports containing specialized information; selects relevant information from a variety of sources. • Screens phone calls and visitors, directing to appropriate staff or department when necessary; provides information requiring comprehensive knowledge and may interpret department policy, procedure and operations. • Types or word processes correspondence, reports or other documents from rough draft, corrects grammar, spelling and punctuation errors; edits wording without changing intended message. • Corresponds with University and department staff answering queries and providing assistance to enhance customer service and unit workflow. Develops and maintains processes and procedures for handling customer matters. • Takes minutes at meetings. • Develops presentations for meetings. • Schedule meetings. • May handle petty cash. • May assist the design, writing and editing of various documents and publications. • May administer and provide training on databases or systems which support the unit. • Other duties as assigned by immediate supervisor		

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Minimum Qualifications:	<u>Education and Experience:</u> • Bachelor degree <u>Knowledge and Technical Skills required</u> • Microsoft Office Suite • Interpersonal skills • Knowledge of one foreign language preferably English
No. of Positions Required:	1
Job Close Date:	03/07/2014

To Apply, UAEU Graduates/Alumni should send their CVs to:

fmd@uaeu.ac.ae

