

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

JOB VACANCY FORM[®]

IMPORTANT: The information presented in this document can be shared only internally at UAE University!

Job Reference No.: JV656

Company Name: United Arab Emirates University - College of law



Company Type: Government

Job Position/Title:	Secretary	Academic Major:	All UAEU Majors
Salary Range:	Very Competitive Package	Years of Experience:	Fresh Graduate or with 2 or years of experience
Job Location:	Alain	Job Type:	Full-time
Nationality:	UAE Nationals	Gender:	Both
Job Description:	Under minimal supervision, performs a variety of complex secretarial and clerical tasks which requires considerable independent action and judgment. Performs some or all of the duties listed below, as assigned. - Types from draft or oral instructions or composes correspondence, staff reports, and statistical or numerical reports using word processing applications, checks work for correct grammar, spelling and punctuation. - Answers and screens telephone calls in a professional and courteous manner and greet visitors using tact and judgment in making referral to appropriate source of information; gives information and explains policies, procedures or regulations in response to inquiries, using knowledge of organization and its function. - Arranges appointments and attendance at conferences or seminars, and coordinates meetings and travel arrangements. - Operates office equipment such as a word processor, telephone, calculator and copy machines. - Establishes and maintains filing systems for documents, correspondence, reports or other material. - May occasionally translate correspondence coming to department. - May take and/or record minutes of meeting as requested; transcribes from notes to produce drafts or final copy. - Order office supplies, handle invoices and delivery reports. - Open/routes mail - May handle petty cash for the office - Other duties as requested by the immediate supervisor.		
Minimum Qualifications:	- Bachelor Degree. - Excellent English Skills (Speaking & Writing) at IELTS 6.0		
No. of Positions Required:	1		
Job Close Date:	Open until filled		

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

FSL.Office@uae.ac.ae

