

## JOB POSTING REQUEST FORM

JOB DETAILS	
Reference #	CC-716-2022
Company Name	Shareq NGO
Industry	NGO
Vacancy	Administrative Assistant
Number of vacancies for that position	1
Job Type <i>(FT, PT, Contractual, Seasonal)</i>	Full-time Monday to Friday (8.30 AM - 5.30 PM) Part-time Monday to Friday (8:30 AM – 3:00 PM)
Major(s)	Business Administration, Marketing, Management, and Accounting
Degree	Bachelor's Degree
Years of Experience	2 years
Location	Aintoura, Keserwan
Remuneration & Benefits	
Currency (LBP, Dollar, Lollar)	Fresh \$+ Transportation
Tasks & Responsibilities	<ul style="list-style-type: none"> <li>• Answer and direct phone calls.</li> <li>• Organize and schedule appointments and events.</li> <li>• Attend online meetings</li> <li>• Plan meetings and take minutes of meetings.</li> <li>• Write and send emails.</li> <li>• Assist with the preparation of regularly scheduled reports like bank letters and maintenance excel sheets.</li> <li>• Develop and maintain a filing system.</li> <li>• Coordinate with the procurement officer.</li> <li>• Order office supplies and research new deals and suppliers.</li> <li>• Stock control including office and furniture supplies.</li> <li>• Maintain contact lists.</li> <li>• Write and edit documents in Arabic and English languages.</li> </ul>