

## JOB POSTING REQUEST FORM

JOB DETAILS	
Reference #	CP-342-2022
Company Name	APCO Worldwide
Industry	Global Communication Consulting Firm
Vacancy	Administrative Assistant
Number of vacancies for that position	
Job Type ( <i>FT, PT, Contractual, Seasonal</i> )	FT
Major(s)	Business Administration, HR, or Equivalent
Degree	Bachelor
Years of Experience	0-2
Location	Remotely
Remuneration & Benefits	TBD
Currency (LBP, Dollar, Lollar)	TBD
Tasks & Responsibilities	<p>Job Summary: Working as part of a worldwide centralized shared services team based in Dubai, the Administrative Assistant is responsible for specified generalist administrative responsibilities in addition to HR-related admin tasks and responsibilities. The job holder will be required to work in a busy office and address tasks and requests that have been funneled to the shared services team from other APCO regions</p> <p><b>Primary Duties and Responsibilities</b>  <b>Administrative duties:</b></p> <p>Working part of a 24-hour shared services team, handle requests that come in via the ticketing system to provide support in a range of largely HR and Finance-related admin tasks, including but not limited to:</p> <ul style="list-style-type: none"> <li>Handling expenditures and tracking invoice / purchase order progress</li> <li>Assisting with onboarding and offboarding administrative processes</li> </ul>

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Updating HR system with new hire notifications, updating salary and other related information

Setting up new hires in HR and ERP system

Updating organization charts

Assist with administrative processes related to external consultant / freelancer contracts and extensions

Responding to random employee data inquiries from Finance and IT  
Manage calendar invites for global and regional training meetings and events (includes multiple session and time zone planning)

Support with HR intranet updates on policies and procedures

Other admin-related tasks as assigned.

### Competencies

Excellent communication and customer service skills

Excellent organization skills

Strong multi-tasking skills

Ability to work in a team-based environment

Attention to detail

Good Initiative

### Requirements

Bachelor's degree in Business Administration, HR, or Equivalent

0-2 years of relevant strong administrative experience

Experience in using a ticket request tracking system would be useful but

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not essential (Freshdesk, ZenDesk, Zoho Desk etc.).

**Work Conditions** The physical abilities needed to perform the duties of this position, in addition to the office climate:

Office environment is general office setting

Since the Shared Services Center will operate for 24 hours per day, employees will be required to work on a rota basis.