

ADMINISTRATIVE ASSISTANT – Office of Human Resources

The American University in Dubai invites qualified applicants to apply for the position of Executive Assistant – Office of Human Resources.

The fundamental responsibility of this position is to support the Office of HR in all effective business and the operational functioning of its office.

PRINCIPLE RESPONSIBILITIES:

- General office management for the Office of HR
- Set up and maintain well-organized filing systems for the Office of HR
- Make appointments for the Director of Human Resources
- Handle all telephone, fax, e-mail and other communication
- Assist in planning of events and meetings
- Schedule office meetings
- Greet and assist all employees
- Handle confidential documents and information
- Knowledge and high level of proficiency in the use of all office equipment
- Provide back-up support to the Office of the Office of HR operations with miscellaneous administrative duties
- Other related duties as assigned

COMPETENCIES & SKILLS UTILIZED:

- Excellent written and oral communication skills
- Strong organization and office administration skills
- Patience and the ability to work under pressure
- Customer service skills
- Multitasking and prioritization skills
- Flexibility

ESSENTIAL QUALIFICATIONS:

- Bachelor's degree
- 2 + years related or similar experience
- Computer proficiency
- Ability to use time efficiently and meet deadlines

To apply, please submit a CV, a cover letter outlining your experience as it pertains to the position, and the contact information of three professional references to:

Ms. Angele El Khoury
Human Resources Manager
The American University in Dubai
Email: recruitment@aud.edu

This position is suitable for those candidates already resident and under sponsorship in Dubai.

No telephone calls please.

While we thank all applicants for their interest, only those under consideration will be contacted for a follow up interview.