

Receptionist

The American University in Dubai invites qualified applicants to apply for the position of Receptionist. The American University in Dubai seeks a special individual, who as the primary contact for all visitors, will implement a customer care and service philosophy, in order to portray a professional image of the University as an Academic Institution.

Principal Responsibilities:

- Meet all visitors and guide them to appropriate personnel
- Prepare all incoming and outgoing mail and courier collection
- Answering the main university's switchboard and handling a large volume of calls efficiently
- Direct emails to the departments as appropriate
- Available to work from 08:00 a.m. – 5:00 p.m. (Sunday – Thursday)

Competencies and Skills Used:

- Prior experience in a similar role
- Excellent written and oral communication skills in English and Arabic
- Patience and understanding
- Ability to work under pressure
- Sense of humor

Essential Qualifications:

- Be able to prioritize and deal with several issues simultaneously
- Familiarity with multiple line telephone system
- Computer proficiency including MS word
- Flexibility

Desired Additional Qualifications:

- Previous experience in an educational environment

Applications will be accepted and evaluated until this position is filled.

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

Interested applicants must submit the following requirements via email to recruitment@aud.edu.

(Please state the title of the position as the subject of the email)

- Cover letter
- Updated CV
- Contact information of three (3) academic/professional references

Alternatively, applicants can submit their application materials to the following postal address:

Angele El Khoury
Director of Human Resources
The American University in Dubai
P. O. Box 28282, Dubai, U.A.E.

No telephone calls please.

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