

Administrative Assistant – Office of Human Resources

The American University in Dubai invites qualified applicants to apply for the position of **Administrative Assistant - Office of Human Resources**. The primary responsibility of this role is to support the Office of HR in all administrative and operational functions.

Principal 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 communications
- Assist in planning events and meetings
- Schedule office meetings
- Greet and assist all employees
- Handle confidential documents and information
- Knowledge and a high level of proficiency in the use of all office equipment
- Provide back-up support to the Office of HR operations with miscellaneous administrative duties
- Other related duties as assigned

Competencies and Skills:

- 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
- A proactive and collaborative team player with a strong sense of confidentiality

Essential Qualifications:

- Bachelor's degree
- 2+ years of related or similar experience
- Proficiency in computer applications
- Ability to manage time efficiently and meet deadlines

Applications will be accepted and evaluated until this position is filled. Preference will be given to candidates who are already located in the UAE.

Interested applicants must submit the following required documents 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 for three (3) academic/professional references

Please note that only shortlisted candidates will be contacted for the next stage of the selection process. No phone inquiries, please.