

Administration Assistant – Executive Assistant Job Description / Role Profile



1. JOB DETAILS:	
Position Title:	Administrative Assistant
Reports to:	Director of Strategy and Performance
Department	Strategy and Performance

2. JOB PURPOSE / ROLE:
To perform administrative and secretarial tasks, in order to support the activities and the productivity of the Strategy and Performance Management Department in an effective and efficient manner.

3. JOB DIMENSIONS		
Number of Staff Supervised:	Direct Reports:	Nil
	Total:	Nil

4. KEY ACCOUNTABILITIES:	
Description	Key Performance Indicators
Visitor & Communication Handling Receive and assist visitors, and handle all incoming telephone enquiries and personal calls; act as a first point of contact for both internal and external parties who wish to contact or meet QLC's Director of Strategy and Performance, and screen the requests to ensure those with genuine and important reasons are given priority	- Effective communication with all parties concerned - Communicating effectively with others - Prioritisation of appointments
Calendar Handling Provide administrative support to the Director of Strategy and Performance, including organising meetings, handling the calendar, researching issues, tracking action item completion, and managing other administrative requirements, as needed.	- Effective and timely administrative support - Effective calendar handling
Travel Arrangements Arrange travel, transportation and accommodation of QLC Director of Strategy and Performance, as requested, to ensure that all desired expectations are met	- Reservations made are in full compliance with company policies and procedures - Accurate and timely arrangements
Meeting Room Bookings - Maintain the schedules relating to the use of facilities, including conference rooms, meeting rooms and others, in order to ensure adequate organisation and lack of overlaps - Help in organizing QLC events and hotel booking if needed.	- Effective maintenance of schedules maintenance - No overlaps
Correspondences, Reports and Minutes Write and edit minutes, and draft and/ or type reports and correspondences, ensuring accuracy and consistency and standardisation of formats	Prompt completion of assigned tasks in an accurate and effective manner

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Filing ▪ Maintain a systematic filing system of documentation pertaining to the division, in order to facilitate future referencing and ensure easy accessibility for the team. ▪ Maintain databases related to QLC participants and follow up on related activities.	▪ Time exerted towards retrieval of information
Policies & Procedures ▪ Follow all relevant policies, processes, operating procedures and instructions, so that work is carried out in a controlled and consistent manner	▪ Compliance with operational procedures and instructions

5. QUALIFICATIONS, EXPERIENCE, & SKILLS:

Minimum Qualifications:

- Diploma in administration or related field or equivalent

Minimum Experience:

- 3-5 years as an executive secretary

Job-Specific Skills:

- Proficiency in English and Arabic
- Professionalism
- Time management skills
- Computer and MS Office skills
- Communication skills
- Typing skills

6. COMPETENCIES:

- Customer service orientation
- Courteousness
- Integrity
- Curiosity
- Proactivity

APPLICATIONS

- Interested qualified candidates please apply by submitting your resume by email to HR Manager Noora Al Naemi no later than 26th June
E: noalnaemi@qlc.org.qa