

Job Card

- Job title: Employee of Administrative Communication Unit.

Job Reference

- Manager of Administrative Communication Unit.

Job Summary

- Receive the incoming transactions (internal and external) and convey, copy and save them.

Job Description

- Receive the incoming transactions (internal and external).
- Record the outgoing transactions (internal and external).
- Save a copy of the ingoing and outgoing transactions.
- Coordinate with the Archive Unit to save transactions being dealt with.
- Send files which exceed 5 years to the General Archive of the Administrative Communication Unit.
- Distribute copies of the incoming transactions to the related units, according to the notes written on them.
- Record the incoming and the outgoing confidential transactions to the different areas inside and outside the Faculty or the University.
- Save copies of the outgoing confidential transactions in their file.
- Perform any other work, related to his job title, assigned to him by the Manager of Administrative Communication Unit.

Qualifications and Experiences

- General certificate of secondary school at least.
- Two years experience at least in the administrative communication jobs.

Skills and Abilities

- Competent to perform the required tasks.
- Willing to take responsibility.
- Skilled in communication with others.
- Proficient in using computer, information technology and local networks.