

Job Card

- Job title: Manager of Administrative Communication Unit.

Job Reference

- Administration Manager.

Responsible for

- Correspondents and Drivers.

Job Summary

- Supervise the Administrative Unit, send and receive transactions and distribute them by clerks.

Job Description

- Supervise the Administrative Communication Unit Staff (employees, correspondents and drivers).
- Supervise the incoming transactions (internal and external).
- Supervise the outgoing transactions (internal and external).
- Ensure saving of copies of the incoming and outgoing transactions.
- Follow-up distribution and reception of internal transactions to the related units.
- Coordinate with the Archive Unit for saving transactions being dealt with.
- Ensure the reception of all transactions (internal and external) on the same day of conveying.
- Follow-up the internal transactions conveying file daily.
- Follow-up the distribution of the incoming and outgoing memos to the related units inside and outside the faculty.
- Ensure recording of all transactions in the official files (outgoing and incoming files), according to the rules applied in the faculty.
- Follow-up the achievement of the outgoing and incoming transactions.
- Supervise the clerks and drivers and ensure the integrity of the official cars related to the faculty.
- Suggest allied means to develop work in the unit and convey them to the Administration Manager.
- Set the annual reports about the unit and its activities and convey them to the Administration Manager.
- Ensure sending files exceeding 5 years to the General Archive of the Administrative Communication Unit.
- Supervise the distribution of copies of the outgoing transactions to the related units, according to notes written on them.
- Supervise the recording of the incoming and the outgoing confidential transactions to the different areas inside and outside the Faculty or the University.

- Ensure saving of copies of the outgoing confidential transactions in their file.
- Perform any other work, related to his job, assigned to him by the Administration Manager.

Qualifications and Experiences

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

Skills and Abilities

- Competent to perform the required tasks.
- Have a leading personality and willing to take responsibility.
- Skilled in communication with the employees, encouraging them for team work.
- Proficient in using computer, information technology and local networks.

