

Job Card

- Job Title: Follow-up Employee.

Person In-Charge

- Administration Manager.

Job Summary

- Follow-up transactions and decisions and make a list of transactions that have not been answered.

Job Description

- Follow-up the transactions track, whether issued by the offices of the Faculty Dean, Vice-Deans, chairpersons of departments or the Administration Manager and make sure they arrive on time and been answered by the party responsible or related.
- Prepare monthly reports about the incoming and the outgoing transactions that were not answered.
- Present proposals that would help to speed completion of transactions between the various sectors inside and outside the faculty.
- Follow-up memos issued from inside and outside the faculty and ensure arrival and delivery to the parties concerned, including the electronic memos.
- Follow-up the decisions emanating from inside and outside the faculty and ensure arrival and delivery to the parties concerned, including the electronic memos.
- Organize and save follow-up files and transactions in a manner conducive to an easy extraction and retrieval.
- 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.
- One year experience at least in transactions follow-up.

Skills and Abilities

- Competent to perform the required tasks.
- Willing to take responsibility.
- Skilled in communication with others.
- Proficient in using computers.