

Job Card

- Secretary of Chairpersons of Scientific Departments

Job Reference

- Chairpersons of Scientific Departments

Job Summary

- Responsible for the office of the Chairperson and receive and distribute transactions to the department members and schedule appointments of the department chairperson and print letters and records and coordinate meetings and meet auditors.

Job Description

- Present transactions to the chairperson of the department.
- Receive and organize incoming and outgoing transactions of the department concerned and its staff members.
- Distribute the incoming mail to the employees of the department.
- Coordinate the appointments of the chairperson of the department.
- Prepare for the meeting of the department meetings, arrange the place and inform the department members.
- Print, process and preserve the records of the department meetings.
- Print the department letters.
- Follow-up the letters related to the department and its staff members.
- Ensure stationery and office supplies.
- Prepare the materials for presentations.
- Respond to incoming calls and record the caller name, phone number and purpose of communication in a special file for later follow up.
- Answer questions from reviewers and solve their problems, whether from inside or outside the faculty.
- Meet visitors who have dates and arrange their entry to the chairperson of the department.
- Solve the reviewers' and visitors' problems and refer them to competent authorities.
- Coordinate with the relevant department and meet their needs where possible.
- Perform any other work, related to his job, assigned by the chairperson of the department.

Qualifications and Experiences

- Diploma in library management or secretary at least.
- One year experience in secretary.

Skills and Abilities

- Competent to perform the required tasks.
- Willing to take responsibility.
- Skilled in communication with others.
- Fluent in written and read English.
- Proficient in using computer.