

Job Card

- Job Title: Secretary of Dean.

Person In-Charge

- Manager of Dean Office.

Job Summary

- Receive transactions and present them to the Dean, print letters and records and coordinate meetings and meet receive the visitors.

Job Description

- Deal with the incoming and outgoing mail.
- Present transactions to the Dean.
- Coordinate the appointments of the Dean.
- Prepare the meetings and arrange their times.
- Print, process and keep records.
- Manage the daily work in the office.
- Formulate and print letters.
- Insure stationery and office supplies.
- Respond to the incoming calls and record the caller's name, phone number and purpose of communication and there must be a daily record for later follow up.
- Archive (organize, arrange and save) information.
- Coordinate with the relevant authorities and these related to the Vice-Dean in all daily activities.
- Answer the reviewers' questions and calls and try to solve their problems, whether from within or outside the faculty.
- Meet visitors who have appointments and arrange their entry to the Dean / Vice-Dean regularly.
- Solve the reviewers' and visitors' problems and refer them to the competent authorities.

Qualifications and Experiences

- Diploma in office 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.
- Skilled in written and read English.
- Proficient in using computer.