

## Job Card

- Job Title: Secretary of Vice-Dean.

### Person In-Charge

- Vice-Dean.

### Job Summary

- Receive transactions and present them to the Dean / Vice-Dean, print letters and records and coordinate meetings and meet with the reviewers.

### Job Description

- Deal with the incoming and outgoing mail.
- Present transactions to the Dean / Vice-Dean.
- Coordinate the appointments of the Vice-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.
- Be a responsible person.
- Be skilled in communication with others.
- Be skilled in written and read English.
- Be skilled in using computer.