

A leading Automotive company is looking for an "Administrative Assistant"

General Purpose

Perform a wide range of administrative and office support activities for the HR and Administration Department to facilitate the efficient operation of the organization.

Main Job Tasks and Responsibilities

- receive and direct visitors and clients
- general clerical duties including photocopying, fax and mailing
- maintain electronic and hard copy filing system
- retrieve documents from filing system
- handle requests for information and data
- resolve administrative problems and inquiries
- prepare and modify documents including correspondence, reports, drafts, memos and emails
- schedule and coordinate meetings, appointments and travel arrangements for managers or supervisors
- prepare agendas for meetings and prepare schedules
- record, compile, transcribe and distribute minutes of meetings
- open, sort and distribute incoming correspondence
- coordinate maintenance of office equipment

Skills

- computer skills and knowledge of relevant software
- Knowledge of operation of standard office equipment.
- knowledge of clerical and administrative procedures and systems such as filing and record keeping
- knowledge of principles and practices of basic office management

Please send your CV: vacancylebanon@gmail.com or call: 70 048 978

