ADMINISTRATIVE ASSISTANT

The American University in Dubai invites qualified applicants to apply for the position of Administrative Assistant.

Principle Responsibilities:

- General office management
- Set up and maintain well-organized filing systems
- Make appointments, manage calendars and diaries
- Handle all telephone, fax, e-mail and other communication
- Assist in planning of events and meetings
- Schedule department meetings
- Greet and assist all employees
- Handle confidential documents and information
- Knowledge and high level of proficiency in the use of all office equipment
- Provide back-up support of operations with miscellaneous administrative duties
- Other related duties as assigned

Competencies and Skills Used:

- Excellent written and oral communication skills
- Strong organization and office administration skills
- Patience and the ability to work under pressure
- Customer service skills
- Multitasking and prioritization skills
- Flexibility

Essential Qualifications:

- Bachelor's degree
- 2 + years related or similar experience
- Computer proficiency
- Ability to use time efficiently and meet deadlines

Applications will be accepted and evaluated until this position is filled.

This position is suitable for those candidates already resident and under sponsorship in Dubai.

Interested applicants must submit the following requirements via email to recruitment@aud.edu.

(Please state the title of the position as the subject of the email)

- Cover letter
- Updated CV
- Contact information of three (3) academic/professional references

Alternatively, applicants can submit their application materials to the following postal address:

Angele El Khoury
Director of Human Resources
The American University in Dubai
P. O. Box 28282, Dubai, U.A.E.

No telephone calls please.
While we thank all applicants for their interest, only those under consideration will be contacted for a follow-up interview.