

AUB

JOB DESCRIPTION

JOB TITLE: Administrative Assistant

**DEPARTMENT : Abu Haidar Neuroscience Institute - Faculty of
Medicine**

1. Basic Function:

Guides and directs the activities of assigned personnel. Provides administrative support to the Head of AHNI. Handles phone calls, maintains files and records, and collects necessary information for scheduled meetings, organizes meetings and activities, and compiles statistics for the annual reports of the Institute.

2. Duties performed:

- Assists the head of AHNI in preparing yearly operational and capital budgets.
- Manages the administrative and day to day affairs of Psychiatry/AHNI. This will cover inventories, computers, communication issues as well as maintenance and upkeep of equipment and furniture including ordering of materials, computers, copiers and new furniture and equipment for the new unit.
- Liaises with plant engineering, FPDU and safety for all matters pertinent to repairs and/or new/ongoing work regarding move to Building 56. Responsible for arranging necessary meetings for the project.
- Assists in preparing course material and examinations and grading medical student examinations (Med II and Med IV).
- Acts as corresponding liaison with graduate medical trainees/residents locally and from abroad wishing to rotate in the AHNI clinical services .
- Arranges for leave, travel and reimbursement for faculty at the Institute, arranges itinerary and travel for faculty and visitors/recruits to the AHNI.
- Prepares effort analysis reports necessary on a yearly basis.
- Assists in the management of operations with respect to ordering, accounting/recruitment and interviews of new staff.

- Schedules all appointments as directed by the head of the institute, ensuring that the calendar is kept updated.
- Guides and directs the activities of administrative personnel, including planning of daily work schedule, allocating personnel (junior clerk) for each job and following up on the work accomplished.
- Provides secretarial service to the head of the AHNI, including preparing reports in draft form and presenting for approval.
- Types correspondence, reports, memoranda, committee minutes, letters, forms, and related material for the head of the AHNI as requested.
- Organizes all meetings and functions for the AHNI, including room reservation, preparation, refreshments, and takes minutes if needed.
- Opens and routes incoming mail; distributes correspondence and other material to the corresponding sections and staff members in a timely manner.
- Establishes, and accurately maintains files and records on an ongoing basis for the head of the Institute.
- Collects information and statistics needed by the head of AHNI for conferences and reports for AHNI.
- Performs other similar or related duties, such as training new clerk typist/junior clerk with filing and other matters.

3. WORK CONTACTS:

Regular contact with work associates. Frequent contact with Chairpersons/ faculty members.

4. INDEPENDENCE OF OPERATION:

Reports to the head of the AHNI directly. Works according to established procedures, clearly set precedents and professional administrative standards. Completed work is checked at subsequent stage in the work cycle.

5. SUPERVISORY RESPONSIBILITY:

Gives work direction to: Junior Clerk

6. **PHYSICAL EFFORT:**

Minimal physical effort.

7. **Work Conditions**

Clean and pleasant, involving operating an electronic typewriter, word processor, photocopier, computer and fax machine approximately 80% of the working time.

8. **MINIMUM REQUIREMENTS:**

- a. B.A. degree plus 3 years experience, OR Bacc II with 6 years experience.
- b. Excellent communication and interpersonal skills.
- c. Ability to type English at 50 wpm.
- d. Good knowledge of English and Arabic, and working knowledge of French.
- e. Experience in accounting, as well as proficiency in EXCEL/spreadsheets, Powerpoint and Microsoft Word.