

**Job Title:** Secretary

**Department:** Facilities Planning &  
Design Unit

**Basic Function:**

Carries out various secretarial, clerical and administrative duties in the Director's Office. Includes answering telephone calls, typing and printing from computers, maintain appointments diary, keeping and updating files, dispatching & distributing outgoing and incoming mail, drafting routine correspondence, distributing paperwork, preparing periodic and routine announcements, notices and circulars, scheduling meetings and answering queries on general matters related to the Director's Office. Types and prepares requisitions and payment vouchers for Director's signature, maintains correct and updated invoice status.

**Duties Performed:**

- a- Records, registers and files all documents, correspondence, etc. Maintains and improves filing system in the Director's Office to ensure efficient access and security at all times.
- b- Receives incoming mail, sorts it into confidential and non-confidential and according to instructions given, opens mail, records receipt and where necessary, indicates actions required or routing necessary. Passes on routed documents for further action. Receives and registers outgoing mail and passes to messenger for dispatching.
- c- Screens telephone and personal callers, determines which can be handled by the Supervisor. Arranges appointments, maintains appointment diary and places outgoing calls as requested. Takes messages, as necessary.
- d- Prepares a variety of statistical or tabulated reports as required according to specific instructions. Prepares periodic and routine announcements, notices, and circulars.
- e- Makes arrangements for meetings. Prepares and assembles necessary background materials for scheduled or special meetings.
- f- Answers queries, which may require detailed knowledge of organization, procedures and regulations of the Department

concerned, or collection of information from files or other offices inside or outside the Department.

g- Follows - up to assure prompt reply to correspondence, timely preparation of reports, memoranda, notices and circulars or other material agreed upon during meetings.

h- Performs other related duties such as maintaining the leave schedule for clerical staff, preparing requisitions for stationary, office equipment and supplies required, arranging for receipt, storing and issuing of such items, etc...

**Work contacts:**

Regular contacts with Faculty, students and staff up to senior management level and with visitors from outside the University at various levels.

**Independence of Operation:**

Reports to the Administrative Assistant and the Director.

Works according to general and specific instructions, secretarial and administrative clerical standards and established procedures of the Department. Completed works spot-checked.

**Supervisory Responsibility:**

May give work direction to clerical staff or students.

**Physical effort & work conditions:**

- Slight physical effort related to the use of electronic typewriters, computers, and printers, approximately 25% of the working time.
- Clean and Pleasant

**Minimum requirements:**

- a- Completion of Secondary (13 years) education (Bacc. II)
- b- Five years secretarial experience
- c- Good familiarity with commonly used word processing, spreadsheet, and database software packages (English & Arabic).
- d- Ability to type English at 50 w.p.m. and knowledge of Arabic typing
- e- Ability to use the typewriter
- f- Very good knowledge of English and Arabic