

## Administrative Assistant

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Company: American International University, Kuwait

Location: Kuwait

Category: other-general

Administrative Assistant

American International University - Kuwait City

Classification: Institutional Support

Reports to: Various

**Job Purpose:** Under direct supervision, the Administrative Assistant serves as a key member of the assigned department performing a wide range of administrative and clerical duties related to communication, office management, human resources, general administration, and special projects. The assistant has direct responsibility for helping manage the assigned office and assisting with the day-to-day projects and processes for the office

**Duties:**

- 1 . Serve as the principal source of information and contact for University and department act as a liaison to faculty, staff, students, and other institutional offices
- 2 . Maintain office space, fostering a sense of community and a welcoming environment
- 3 . Organize and implement administrative systems and procedures to promote structure and increased efficiency within the department assist in the development and updating of department policy and procedures guides and manuals
- 4 . Provide phone and in-person reception, referring visitors and calls, providing general information about the department, and ensuring the smooth day-to-day flow of communication

- 5 . Draft, edit, write and send department-wide communications on behalf of supervisor  
prepare reports and presentations
- 6 . Maintain inventory, billing, and orders for department office supplies, phones, copy machines, copy codes, and computers, in close collaboration with the administrative team
- 7 . Open, sort, and route mail to the appropriate personnel
- 8 . Accurately maintain and update room reservation requests as assigned
- 9 . Manage department calendars and scheduling
10. Record, compile, and transcribe minutes of meetings, as requested
11. Make copies, collate, and assemble materials as needed
12. Assist in organizing staff meetings and other staff events, coordinate catering, and reservations assist with travel arrangements as requested
13. Prepare reimbursements for submission to Finance
14. Maintain files and record-keeping
15. Play a key role in orienting new employees to the department. Coordinate ID, email, and PIN set up. Serve as point of contact for a new office set up, computer, software, and supplies ordering, key distribution, swipe card access, and/or visitor passes as needed organize and implement administrative tracking systems and procedures to perform necessary duties
16. Assist with the administrative aspects of departing employees, including coordination of the closedown of space in preparation for transition
17. Assist in the hiring, training, and supervision of work-study students as needed
18. Provide support for special projects and assume responsibility for the development, administration, and promotion of these, as needed by the department
19. Record and maintain human-resource-related transactions and documents as required
20. Other duties as assigned

## Skills:

- 1 . Must possess skills to be able to explain and demonstrate the essential functions of the position
- 2 . Ability to communicate ideas and information clearly and effectively at all levels within the University in English must possess effective presentation skills
- 3 . Demonstrated skills, knowledge, and experience working with clerical administration
- 4 . Must be able to work in a fast-paced, professional working environment, working under pressure and maintaining composure must be task oriented, a self-starter, and capable working independently
- 5 . Demonstrated ability to maintain confidentiality and effectively handle highly sensitive information with sound judgment, tact, and discretion
- 6 . Possess strong attention to detail and accuracy
- 7 . Ability to organize and prioritize work assignments and meet deadlines
- 8 . Demonstrated proficiency in the use of standard software applications
- 9 . Demonstrated ability to work effectively with a diverse group of professionals and constituents
10. Ability to work evening and weekends as required

## Experience and Education:

- 1 . Bachelor's degree preferred
- 2 . Minimum of three years' experience in a clerical administrative role
- 3 . Bilingual: English and Arabic preferred
- 4 . Demonstrated experiences using computer skills proficient in Microsoft Word, Excel
- 5 . Demonstrated adequate typing speed in English
- 6 . Demonstrated experience with various styles of formatting for documents ranging from

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