



مدرسة الخور الدولية
AL KHOR INTERNATIONAL SCHOOL



Administration Assistant (Local Hire Only)

Al Khor International School is one of the largest international schools in the Middle East with over 4,000 students. We are owned by RasGas and Qatargas, the world's two largest producers of liquefied natural gas. The school has exceptional facilities and is located in Al Khor Community.

We are now recruiting for an Administration Assistant, and will be conducting interviews in the last week of February.

The Role

- Reception duties, being the first point of contact for parents, suppliers, students and staff
- Meeting and greeting visitors to the school
- Answering the telephone and taking messages, handling queries efficiently and professionally
- Filing, archiving, mailing and photocopying documents
- Maintaining accurate records of messages and forwarding them to the relevant member of staff
- Secretarial, administration, and calendar management support to school and department heads
- Digital dictation and taking of meeting minutes
- Typing of letters, accounts, and documents
- Tenders & presentations
- Organising refreshments for school events
- Arranging meetings
- Assisting other departments with administration tasks where necessary.

The successful candidate will possess:

- Previous experience within a busy office environment
- Excellent English communication skills, both written and verbal
- Excellent organisational skills and attention to detail
- IT literacy: MS Office with the ability to learn new systems with training
- Flexible, adaptable and a real team-player
- Mature, dependable and reliable with the ability to consistently delivery high standards of work.

This is a great opportunity to join an international school that is building on its already successful results, and is committed to becoming an outstanding school and centre of excellence in the region.

Please send your CV to recruitment@akis.sch.qa by **Sunday 19 February 2017**.

Only shortlisted candidates will be contacted.