



مدرسة الخور الدولية
AL KHOR INTERNATIONAL SCHOOL



Admissions Assistant – Arabic Speaker

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 within Al Khor Community.

We are now inviting applicants for the post of Admissions Assistant – Arabic Speaker with an immediate start.

The Role

- Perform clerical and administrative activities, including but not limited to data-entry, document scanning, filing, photocopying, and distribution of mail / documents.
- Undertake general secretarial / administrative work, including drafting correspondence in Arabic per AKIS standards, as required.
- Execute all admissions procedures in accordance with the applicable prevailing policies and procedures of AKIS and RasGas, and directives from the Ministry of Education and Higher Education.
- Expertly interact with visitors to the AKIS Admissions Office as well as with the designated point of contact at the Ministry of Education and Higher Education.

The successful candidate:

- Bachelor's degree, secretarial / administration course preferred
- 1 – 3 years of experience as a receptionist / secretary
- Computer literate with proficiency in MS Excel / Word
- High level of competency in both written and spoken English and Arabic
- Team working skills
- Excellent interpersonal skills
- Customer service oriented.

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

To apply, please send your CV to recruitment@akis.sch.qa.

To view all our current vacancies please visit our website: www.akis.sch.qa.

*The deadline for receipt of applications is **30 September 2016**.*
Only shortlisted candidates will be contacted.