

Job Title: Administrative Assistant
Company: Prisma Invest Holding
Location: Beirut
Status: Open

Job brief

We are looking for a responsible **Administrative Assistant** to perform a variety of administrative and clerical tasks. Duties of the **Administrative Assistant** include providing support to our managers and employees, assisting in daily office needs and managing our company's general administrative activities.

The **Administrative Assistant** is a team member of the Finance & Administration Department and reports to the Support Service Manager.

Job Descriptions

- Answer and direct phone calls
- Organize and schedule appointments
- Plan meetings and take detailed minutes of meetings
- Write and distribute email, correspondence memos, letters, faxes and forms
- Assist in the preparation of regularly scheduled reports
- Develop and maintain a filing system
- Update and maintain office policies and procedures
- Order office supplies and research new deals and suppliers
- Manage the office assets
- Maintain contact lists
- Book travel arrangements
- Submit and reconcile expense reports
- Provide general support to visitors
- Act as the point of contact for internal and external clients
- Liaise with executive and senior administrative assistants to handle requests and queries from senior managers

Job Requirement

- Proven experience as an administrative assistant, virtual assistant or office admin assistant
- Knowledge of office management systems and procedures
- Working knowledge of office equipment, like printers and fax machines
- Proficiency in MS Office (MS Excel and MS PowerPoint, in particular)
- Excellent time management skills and the ability to prioritize work
- Attention to detail and problem solving skills
- Excellent written and verbal communication skills
- Bilingual Arabic/ English. French is an asset
- Strong organizational skills with the ability to multi-task
- University degree from a reputable Educational Institute
- Additional qualification as an Administrative assistant or Secretary will be a plus
- Minimum 3-5 years' relevant experience