

Job Title	Administrative Assistant
Department	Administration
Section	N/A

Reports to	General Manager/ Lebanon
Supervises	N/A
Level	Contributor

Job Objective

The Administrative Assistant is primarily responsible for providing daily administrative and operational assistance in accordance with the guidelines and objectives set forth by the company. Deliver excellent customer service experiences to both internal and external clients while ensuring compliance requirements are met.

This position provides assistance to the General Manager and Niiar's team with a positive and helpful attitude, also includes front desk duties. This position requires from the person to be an energetic professional who does not mind wearing multiple hats, a conceptual thinker with fantastic organizational, time management and communication skills.

General Principles

- Aligning your values with the Mission, Vision and Values of the corporation.
- Committing to the Core Corporate Values of the company reflected through behavior, work quality and results.
- Promoting a professional image of the company in every aspect of the job both internally and externally and with colleagues, clients, partners, and suppliers to maintain the reputation of the firm.
- Maintaining a high level of confidentiality throughout all aspects of current activities & any other activity related to the business.

Main Tasks

- Works closely with the General Manager and provides continuous inputs to fulfill the daily requirements needed.
- Supports and assists the General Manager with the day-to-day operations including handling emails.
- Generates and provides reports, researches and presentations based on business requirements as requested by the GM.
- Communicates and implements branch policies and procedures.
- Meets and greets visitors at all levels of seniority.
- Handles all internal management meeting room schedules.
- Manages, audits and records all types of Leaves & Lateness for all branch employees.
- Maintains the appropriate professional image of the Branch.
- Address employee's queries regarding office management issues (e.g. stationery, Hardware IT, Telecom).
- Collects Unit and Viewing forms from the Sales consultants on a daily basis.
- Chases any missing forms, escalates issues to the concerned parties.
- Partners up with the sales team to meet and exceed sales and operations expectations.
- Posts on a daily basis listings acquired from the sales team to maintain highest exposure on Company's online platforms.
- Coordinates with Sales Department for listing updates.
- Communicates all listing inquiries with the concerned parties (Customer Service team, Consumer Insights, photographers).
- Monitors and supervises the work activities of the office ladies and maintain the condition of the office.
- Manage and coordinate Signs activity.
- Keeps track of Kitchen and cleaning supplies inventories and manages restocking accordingly.

The dynamic business environment of the company might bring changes in job nature induced by new technology, new business lines, new regulations... The Company might require the jobholder to carry out additional tasks that he/she will be trained and coached on...

Qualifications

Education

- Bachelor's Degree in Business Administration, Marketing, copywriting, Communication or related field.

Experience

- 3+ work experience as an administrative assistant or relevant role.

Required Language

- Advanced/professional proficiency in Arabic and English is required; French is a Plus.

Skills Requirements

- Excellent interpersonal and communication skills.
- Excellent time management skills and ability to multi-task and priorities work.
- Ability to build, foster, and maintain positive professional relationships.
- Outgoing and customer-oriented attitude.
- Problem solving and conflict resolution capabilities.
- Flexible and mature approach with ability to work unsupervised.
- Effective verbal and listening skills.
- Excellent grammar and writing skills.
- Positive attitude, extremely discreet and ethical.
- Proven ability to work under pressure and to tight deadlines.
- Proficiency in MS Office (MS Excel and MS Outlook, in particular).

Job Requirements

- Ability to travel upon business requirements.
- Ability to work a flexible schedule remotely including evenings and weekends when needed.