Position	Secretary - HR/018/18
Department	Human Resources
Starting Date	ASAP
Location	Head office – Baghdad
Open date	31 July 2018
Close Date	10 Aug 2018

Job Summary

The purpose of this role is to manage the office of the Chief Executive Officer –and perform administrative and operational duties in relation to calendar management, document control and general support relating to the CEO.

Duties and Responsibilities

• Perform a variety of administrative tasks of a highly confidential and sensitive nature.

• Manage the entire calendar and handle incoming and outgoing communications with other Departments • Screen, prepare and organize incoming and outgoing documentation relating to CEO office for the appropriate actions.

• Organize business itineraries, travel arrangements, conferences, meetings and social functions as and when required.

• Consistently follow-up on matters initiated or related to the CEO Office in order to ensure they are completed on time.

• Receive and screen incoming calls and visitors; determine priority matters for necessary endorsement to Department Head.

• Timely preparation of the necessary material (minutes, agendas, presentations or reports) for CEO meetings.

• Implement an effective tracking methodology to follow up on correspondences and actions of tasks and projects, bringing tasks which require further action to the attention of CEO

Qualifications and competences:

- Excellent business command of the English language (writing, reading and verbal), Arabic would be considered an advantage.
- Outstanding organizational and administrative skills.
- Ability to communicate across all levels within the organization.
- High level of trustworthiness and ability to handle and secure important and confidential documents and files.
- Ability to multitask and manage deadlines.
- Ability to build and maintain strong rapport with colleagues across various levels in the organization.
- Advanced knowledge of MS Office package.
- Excellent follow up, analytical and interpersonal skills.
- A strong computer typist; 45 words per minute (wpm) and above with 90% accuracy or higher.

Human Resources Department