



مدرسة الخور الدولية
AL KHOR INTERNATIONAL SCHOOL



Admin Assistant-Arabic Speaker (Local Hire Only)

Al Khor International School is one of the largest international schools in the Middle East with more than 4,000 students. We are owned by Qatargas, the world's largest producer of liquefied natural gas. The school has exceptional facilities and is located in Al Khor Community, 40 minutes north of Qatar's capital city Doha.

The Role

- Receive incoming calls, determine the nature of the enquiry and assist the caller with relevant information or re-direct telephone calls as appropriate.
- Perform basic clerical and administrative activities, including filing, photocopying, faxing, data entry and retrieval, distribution of mail/ documents and word processing.
- Arrange for meeting rooms, organise meetings/ meeting venues as directed by the school staff.
- Assist in general secretarial work including generating computer-based draft correspondences as per AKIS standards, if required.
- Liaise with AKIS departments and sections to effectively respond to internal queries.

The successful candidate will possess:

- a high school degree (secretarial diploma preferred)
- 1 – 3 years of experience as an admin assistant
- good written and oral communication, organizational, and interpersonal skills, as well as a demonstrated ability to interact effectively with project personnel and management.
- good team working skills, accepting and responding to authority and supervision
- good time management skills
- excellent IT/ Microsoft office skills (Word, Excel, PowerPoint, Visio)
- excellent organisational skills
- flexible, able to multi task and effectively prioritise tasks
- self-starter, working with minimal supervision.
- shall be bilingual in Arabic and English (written & oral)
- ability to translate letters from English to Arabic and from Arabic to English

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.

Al Khor International School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Appointments are made subject to appropriate vetting procedures, including references and police checks.

To apply please send a completed application form, cover letter and 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 for this position is **19 August 2018**.
Only shortlisted candidates will be contacted.