



مدرسة الخور الدولية
AL KHOR INTERNATIONAL SCHOOL



Admin Assistant – HR & Admin Support Services

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 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
- a high level of competency in both written and spoken English
- 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.

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 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 is **31 August 2017**.*

Only shortlisted candidates will be contacted.