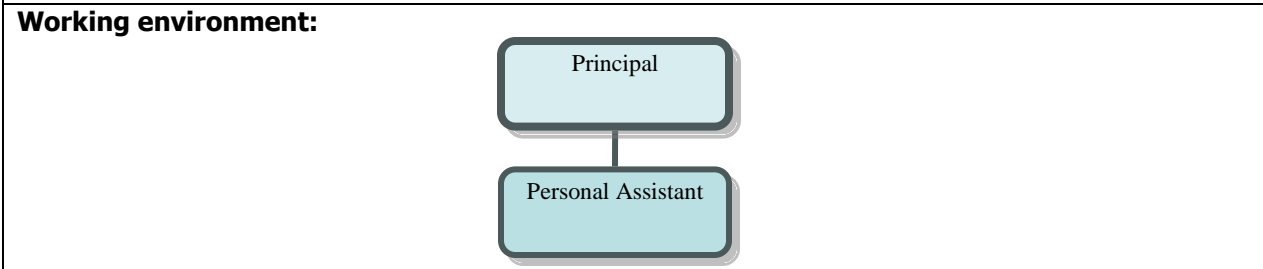


Intl School of Creative Science Job Description

Position Title: Personal Assistant	Reports to: Principal
Team /Department: Administration	Location: Sharjah Industrial Area

Purpose of the Role:
 Serve as assistant to senior level executives, performing advanced, diversified and confidential secretarial and administrative duties requiring broad and comprehensive experience, competencies and knowledge of organization policies and practices while exercising discretion in handling confidential, sensitive and timely information.



Working relationships:	
<ul style="list-style-type: none"> ▪ Administration ▪ Executive Management 	<p>Member</p> <p>Reports to</p>

- Key Responsibilities:**
1. Performing advanced diversified and confidential secretarial and administrative duties by independently preparing meeting agendas, memos, and correspondence.
 2. Completing a variety of non-routine assignments; coordinating busy and shifting office calendars including scheduling and coordinating meetings and/or conferences, and attending meetings for purpose of recording, preparing and distributing minutes and reports.
 3. Processing a considerable amount of confidential and sensitive information in support of administrative activities, which may include financial, student or staff related issues; serve as the primary liaison for executive and other senior management personnel.
 4. Receiving and initiating extensive, regular outside contacts on behalf of the executive.
 5. Assisting in budget preparation by controlling and overseeing the preparation of materials.
 6. Proofreading and editing material for grammatical and factual accuracy. If required, tracking copies through various editing and distribution stages.
 7. Determining sources of data. Compiling, extrapolating, synthesizing and manipulating data. Summarizing findings and writing reports or portions of reports.
 8. Formatting, typing, proofreading, and editing correspondence, reports, and other material. Assembling attachments and corresponding material. Reviewing outgoing material for completeness, dates, and signatures.
 9. Coordinating travel arrangements for Line Manager and ISCS visitors.
 10. Providing direction and prioritization standards for the screening of the executive's mail, email, voicemail and appointments using expert judgment and knowledge.
 11. Anticipating executive's needs and proactively bringing together appropriate people and other resources to support the executive in addressing issues.

Other:

1. Undertake any other key duties as assigned by the Principal or the Board of Trustees.
2. On occasion, you may be required to work beyond normal working hours for meetings, events, and short distance travel.

Key Skills:*Technical knowledge and skills*

1. Effective use of IT systems to prepare data analysis, reports, correspondence, etc.
2. Good analytical skills. A high level of awareness accounting procedures, HR procedures and U.A.E. labour law would be preferred.
3. The ability to make a decision or solve a problem by using logic to identify key facts, explore alternatives, and propose quality solutions.
4. The ability to carry out a high volume of routine work with high standards of accuracy and speed.
5. Plans and schedules own work and/or work of others based on the understanding of broadly defined objectives and priorities, Line Manager will review work after completion.
6. Confident in using own initiative, prioritizing workload and meeting deadlines.
7. Typing speed: 50 WPM.

Accountability

1. Accountability for each transaction and task assigned. Executive Assistants will ensure that all secretarial and administrative duties are performed accurately while exercising discretion in handling confidential and sensitive information.

Interpersonal skills

1. Excellent communication and interpersonal skills to enable effective interaction, using the most appropriate methods, with colleagues and visitors at all levels.
2. Act in a mature and calm manner. The Executive Assistant will be required to deal with deal with people in a manner which shows sensitivity, tact, and professionalism (visitors, parents, and staff).
3. The ability to be firm and assertive.
4. Required to quickly identify the nature of the inquiry and take appropriate steps to deal with it.
5. Work efficiently and maintain cooperative-working relationships with those contacted in the course of work.
6. Maintain a service-oriented attitude under stressful situations and with constant interruption.

Leadership Responsibility:

1. Advise and direct secretarial, clerical or other personnel in the department; make work assignments and review work for accuracy and completeness.

Written and verbal communication skills:

1. Speak clearly, concisely and effectively; listen to, and understand, information and ideas as presented.
2. Communicate fluently in English and Arabic.
3. Arabic translation skills are required.

Experience and Training:

1. Completion of a Bachelor's Degree or three to five years administrative experience.
2. Knowledge of Microsoft Office and telephone protocol.
3. Computer literate with the ability to learn new software applications.