| JD #: | HR/JD/D1-002 |
| --- | --- |
| Position Title: | Administrative Assistant |
| Reports to: | Chief Executive Officer |
| Supervises: | Chief Executive Officer |

**Role Summary**

The assistant will provide administrative and logistical support to PalTrade team specially CEO; Organizing regular meetings and develop meeting minutes; Assist in organizing external activities (workshops, meetings, etc.…); Coordinate all meetings, workshops, and related events, the assistant will prepare technical reports (progress reports, follow-up reports and desk research if needed etc.

**Job Settings**

Location: Ramallah

Settings: Office with need to travel occasionally

**Responsibilities**.

* Performs secretarial and administrative duties for the office Duties
* Provide administrative and logistical support to the PalTrade team
* Receives incoming communications and visitors in an appropriate manner
* Organize regular meetings and develop meetings minutes
* Assist in organizing external activities (Workshops, Meetings etc..)
* Archive and document (soft and hard copy) all related document
* Registering and distribution of all incoming mail and outgoing correspondence;
* Dispatch of required e-mail, fax and postal mail. Ensuring that meetings and important events are registered in the office diary
* Typing letters as needed
* Any other administrative requirements as needed

**Job Specifications**

* Experience
  + One to two years related experience
  + Experience in internal and external communications
  + Excellent computer skills (MS Word, Excel, Outlook)
  + Good communication and writing skills in Arabic and English.
  + Strong organizational and planning skills
* Education
  + Bachelor’s degree in business administration or any related field.

**Key Competencies**

* Ability to use word processing software, Excel and PowerPoint.
* Ability to write reports, prepare letters and translate official documents or other business communications.
* Ability to communicate effectively orally and in writing in English and Arabic.
* Ability to develop relationships/business networking.
* Ability to handle pressure at work and perform under demanding situations.
* Effective interpersonal skills.
* Adaptability and flexibility.
* Excellent initiative and able to work unsupervised and a self-starter.

Interested and qualified candidates can send **their resume and your cover letter to this e-mail**[hr@paltrade.org](mailto:info@paltrade.org) **no later than Sunday 7th of Feb 12:00Pm Palestine time**