

Position: Office Manager

Company: University of Business and Technology	Location: Dahban campus
Status: Full time	Relevant work experiences: 2- 5 years

Purpose of the Job:

Independent overall management and organization of all of the administrative activities that facilitate the smooth and efficient running of Dean's office.

Main Responsibilities:

- developing and implementing new administrative systems, such as record management;
- Recording office expenditure and managing the budget;
- Organizing the office layout and maintaining supplies of stationery and equipment;
- Scheduling, organizing meetings, and preparing agenda and taking minutes.
- Communicating with Dean Direct reports in all job related matters as instructed.
- Writing reports, preparing and delivering presentations
- Responding to the Dean direct reports' (Vice dean of academic affairs, HODs, faculty and staff within the college) enquiries and complaints in consultation with the dean;
- Implementing and promoting quality in communication and performance
- Arranging Dean's travel and accommodation as requested
- Reviewing all incoming emails, complaints, issues, prepare a brief report for the Dean;
- Responding to emails as directed by the Dean;
- Managing visitors and staff requirements and advise the Dean;
- Managing any social media related to the office and its function;

- Follow up on tasks and issues assigned to the Dean's direct reports and report promptly to the Dean;
- Managing The Dean's work flow to ensure proper execution of different tasks
- Reviewing incoming mails and writing outgoing correspondence with high level of accuracy and quality.
- Applying a range of office software, including email, spreadsheets and databases;
- Managing filing systems;
- maintaining the Excellent condition and image of the office and arranging for necessary repairs;
- Perform any other duties requested by the Dean

Qualifications:

- Preferably a bachelor degree holder in Business Management with 2 years' experience in Administration work
- Saudi Nationality only'
- Male

Job Qualities:

- Strong oral and written communication skills in both Arabic and English;
- Computer literate;
- Dress in Smart, professional, particularly being senior management-facing roles;
- Stress management as she will be often responsible for meeting targets and deadlines;
- Dedication and commitment;
- Ready to work late as required;
- Excellent organizational and time management skills;
- Have the capacity to prioritize tasks and work under pressure;
- Ability to liaise well with others and delegate tasks;

- Ability to work on your own initiative;
- Focus and attention to detail;
- Flexibility and adaptability to changing workloads;
- Problem-solving skills and project management ability.
- A familiarity with legislation in the areas of employment, equality and diversity and data protection can also be useful;
- Good teamwork

Application process:

Persons fulfilling the criteria mentioned above are requested to submit their **updated CVs with cover letter** to the following email address: hrrecruitment@ubt.edu.sa