



# Administrative Assistant



## JOB DESCRIPTION

Administrative Assistant Shall

1. Coordinate and facilitate a range of assigned duties to support business processes.
2. Prepare various forms, invoices, reports, memos, letters etc. to support business processes.
3. Review incoming correspondence and prepare replies for routine inquiries or distribute to relevant parties to support business processes.
4. Prepare the agenda, coordinate and facilitate departmental meetings and facilities to support efficient time management.
5. Maintain the assigned department documentation and systems to support its efficiency and integrity.
6. Provide general administrative support to assigned department and perform a range of day-to-day duties to implement and maintain the office management systems, procedures and processes

## QUALIFICATION

1. Secondary education plus 2 Year Diploma in Business Administration.
2. 4 year's experience in administration support.
3. Very good English language skills and competent in the use of PC applications (MS Office suite or equivalent).

### Contact

Send you Cv's to [job@mazco.com.sa](mailto:job@mazco.com.sa)

Or

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