

## Administrative Assistant

Duration: <b>6-Months</b>	Contract Type: <b>Temporary</b>	Possible to extend
Start Date: <b>30/05/2022</b>	End Date: <b>20/6/2022</b>	<b>Download Job Description</b>

### Job Description:

We are looking for an Administrative Assistant to work with our team in Erbil. Below is a summary of Qualifications and Responsibilities. Work duration will be 6 months, based in Erbil.

### Responsibilities

- Translate documents from English to Arabic / Kurdish and vice versa;
- Help co-develop training curricula for various training projects with INGOs;
- Communicate with clients and field staff and coordinate accordingly;
- Organize and schedule appointments;
- Plan meetings and take detailed minutes;
- Provide general support to visitors (If needed);
- Answer and direct phone calls;
- Various other assigned tasks by supervisor.

### Qualifications:

- Fresh graduate or student;
- Written and oral proficiency in English, Arabic and Kurdish languages;
- Decent Knowledge in Excel, Word and PowerPoint;
- Strong analytical and decision-making abilities;
- Accuracy and attention to detail;
- Professional approach to time, costs and deadlines.

How to apply?

Simply send your updated CV/resume to **info@standingtech.com**

Please mention the job title in the subject line to facilitate the screening process.