

Job Summary – Administrative Assistant

Family: Administrative Support

Grade: 11

Department: Plant Engineering

Last Updated: Thurs., Jul. 22, 2010

Job Information

Job Summary

Provide administrative support to the department. This support requires a thorough understanding of the hospital and departmental practices and policies. Prepare and update a variety of financial, workload, inventory and personnel management indicators and statistical reports; process routine personnel affairs and purchasing requisitions among other administrative duties. Organize and monitor extensive confidential activities pertaining to the management of the department.

Support the mission and vision of the American University of Beirut Medical Center (AUBMC) and that of the department.

Essential Functions / Task Groups

Administrative Duties

- Perform general clerical duties to include, but not limited to, bookkeeping, copying, faxing, mailing and filing
- Create and modify documents such as invoices, reports, memos, letters, financial statements, on-line requisitions, etc... using word processing, spreadsheet and or database applications
- May conduct research, compile data and prepare papers as requested
- Generate monthly time reports and other statistical reports including payroll for different types of employment for departmental uses
- Coordinate with the Comptroller's office for all transactions related to the department
- Prepare various reports that monitor workload, overall expenditures and revenues, productivity, and support them with required statistics and graphs
- Assist the supervisor in preparing and setting the annual budget

Office Management

- Oversee all aspects of general office coordination
- Supervise the work of support personnel in the performance of their duties according to protocols in the procedure manuals
- Conduct performance appraisal for subordinate staff according to established guidelines and policies
- Counsel subordinate staff and take disciplinary measures
- Maintain office calendar to coordinate work flow and meetings
- Manage and improve an efficient and effective filing and archiving system
- Coordinate and maintain office services such as personnel records/ documents, staff absenteeism, sick leaves and vacations and budget preparation
- Justify schedule agreements and report violation to the supervisor
- Ensure and follow up on timely preparation of administrative arrangements and forms related to replacement of new staff, changes in family status and new staff orientation
- Arrange for new employment including conducting orientation and personal requirements

Miscellaneous Duties

- Liaise with internal and external clients.
- Attend committee meeting when assigned.
- Perform special projects and assignments as needed.

Critical Competencies

Accountability, Business Acumen, Client Focus, Communication Skills, Computer Skills, English Comprehension, Human Resources Management, Information & Records Administration, Initiative, Organizational Awareness, Planning & Organizing, Problem Solving, Professionalism, Resource Management, Safety and Health Management, Team Skills

KNOWLEDGE / KNOW-HOW

Knowledge:

Familiarity of Hospital and department policies and procedures.
Knowledge of organizational structure, work flow, and operating procedures

Education:

Minimum Education: Bachelor's Degree

Experience:

Minimum Experience: 5 years of related office experience

Languages:

Minimum Languages: Arabic and English (IET score \geq 500).
Preferred Languages: French is an asset.

Computer Skills:

Familiarity and use of various Microsoft applications including but not limited to Windows, MS Office, Web Browsers, Search Engines and databases.

IMPACT OF ACTIONS/DECISIONS

Inefficiency in performance affects internal and external service delivery, customer/employee relations and operations of the department as well as the hospital.

JOB STRUCTURE

Work is of standardized nature that may involve a variety of duties with an increase in use of analytical thought due to increased data and changing situations.

REPORTING CHANNEL / SUPERVISORY CHANNEL

Reporting Channel:

Report to the Director of Plant Engineering Department

Supervisory Channel:

Supervise two secretaries and one messenger

Job Characteristics:

Physical Effort: Occasional Physical Effort

Pace: Very Fast Paced

Multi-Tasking: Usually Multi-Tasking

Work Schedule: Regular weekdays

Working Conditions: Normal