

Office Assistant

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Company: Tanqeeb

Location: Qatar

Category: other-general

Job Summary

Managing phone calls and other communications, greeting clients and visitors, as well as managing files, updating paperwork and other documents, and performing other general office duties and tasks.

Job Responsibilities

Managing phone calls and other communications. Managing filing system. Recording information as needed. Greeting clients and visitors as needed. Updating paperwork, maintaining documents and word processing. Helping organize and maintain office common areas. Performing general office clerk duties and errands. Organizing travel by booking accommodations and reservations needs as required. Coordinating events as necessary. Maintaining supply inventory. Maintaining office equipment as needed. Aiding with client reception as needed. Experience as a virtual assistant. Creating, maintaining, and entering information into databases.

Skills

Job Knowledge & Skills

Assistant or in related field.

- Ability to write clearly and help with word processing when necessary.
- Warm personality with strong communication skills.
- Ability to work well under limited supervision.
- Good communication skills
- ERP knowledge preferably SAP functional skills are a requirement to be successful in this

role.

Job Experience

[REDACTED] of experience .

Competencies

[REDACTED]

Accountability

Resilience

Quality

Leadership

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