



## **Al Qasimi Foundation Position Overview: Administrative Assistant**

### **ABOUT THE AL QASIMI FOUNDATION**

The Sheikh Saud bin Saqr Al Qasimi Foundation for Policy Research was established in 2009 to support the social, cultural, and economic development of Ras Al Khaimah and the United Arab Emirates (UAE). The Al Qasimi Foundation seeks to support the public and private sectors by helping them ground policy decisions and programming in evidence-based research that reflects the best thinking in the world as well as the local Ras Al Khaimah and UAE contexts. Our work over the past 10 years has focused on generating world-class research, developing local capacity, and engaging the local community. While we continue to have a strong focus on improving education, we have also expanded our priority areas to include health, community development, arts, and culture and we have extended our reach to target groups that are particularly disadvantaged such as those in the prison, low-income students and their families and those the remote areas of Ras Al Khaimah.

### **POSITION OVERVIEW & SCOPE**

The Administrative Assistant is in charge of the Foundation reception areas. The position is also responsible for providing excellent professional customer services to guests as well as providing secretarial, clerical, and administrative support in order to ensure that the office's needs and services are carried out in an effective and efficient manner.

The Administrative Assistant reports to the Recruitment and Training Officer and is part of the Administration department. This position works with other Foundation departments to ensure that the Foundation's administrative needs are met.

### **RESPONSIBILITIES**

- Reception (40%)
- Administrative and clerical support (40%)
- General support to the Foundation (20%)

### **SKILLS & QUALIFICATIONS**

- Secondary School degree; additional qualification as an Administrative assistant or Front Desk Receptionist will be a plus
- Strong mastery of the English language with evidence of solid written and verbal communication skills
- Arabic language preferred but not required
- Strong interpersonal communication skills and the ability to work effectively with a wide range of people from diverse backgrounds
- Excellent customer service skills
- Proven experience as an Administrative Assistant or in a related field
- Knowledge and experience in the Gulf region preferred

## **COMPENSATION**

This position offers a generous remuneration package that includes health insurance, training and development opportunities, 22 working days of annual leave, and an annual (economy class) plane ticket to the employee's country of origin.

## **TO APPLY**

Candidates must complete the application form on the Foundation's career page: [www.alqasimifoundation.com/career](http://www.alqasimifoundation.com/career). Application requirements such as a resume, cover letter, English writing sample, and three references (with contact details) should be attached to the application.

**Incomplete materials will not be considered.**

Applications will be accepted and reviewed on a rolling basis until January 31, 2023.

