

JOB DESCRIPTION

Position Title	:	Administrative Assistant
Faculty	:	Medicine
Reports to	:	Dean of Faculty of Medicine
Reportee (if any)	:	N/A
Location	:	Faculty of Medicine, University of Puthisastra

I. Position Summary:

- Provide efficient, timely and proactive administrative support to the Dean and the Faculty
- Record data manually and in computerized data bases
- Take care of file documentation
- Carry out other clerical administrative functions to provide a fast, accurate, and cost-effective delivery of clerical support to the Faculty of Medicine

II. Duties and Responsibilities:

The overall job description below outlines the main areas of responsibilities of the Employee:

- Complete work accurately in accordance with laid down procedures and timetables
- Retrieve data, documentation and information as required
- Help with timely preparation of, and issue student logbooks
- Prepare reports, summaries and statistics as requested by the Dean
- Assist in the co-ordination of examinations
- Assist in the maintenance of records on examination results
- Liaise with the Registrar's Office
- Ensure timely processing of Faculty requests for materials, lab supplies, etc.
- Prepare certificates required by students to be signed by the Dean
- Maintain stocks of stationery and initiate re-ordering
- Take minutes at Faculty meetings as assigned
- Carry out other functions as assigned by the Dean

III. Minimum Qualifications and Requirements:

1. Experience:

- At least 2 years of work experience in Administration/Education

2. Education:

- Bachelor's degree or any other relevant degrees
- Very good English proficiency: Reading, Speaking, Writing and Listening

3. Skills/Competencies:

- Ability to work independently while also functioning as a member of a team
- Very good computer skill: Microsoft word, excel and power point

4. Personal Qualities:

- Very good communication skills
- Good attitude and behaviour
- Ability to work under pressure
- Good critical thinking and problem solving