



JOB DESCRIPTION

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

I. Position Summary:

- Provide efficient, timely and proactive administrative support to the Deputy Dean for Research
- Record data manually and in computerized data bases
- Take care of file documentation

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
- Collaborate in the organization of MD Thesis defenses
- Assist in the maintenance of records of all documents related to MD Theses
- Liaise with the Registrar’s Office
- Carry out other functions as assigned by the Dean or by the Deputy Dean for Research

III. Minimum Qualifications and Requirements:

1. Experience:

- Previous work experience in Administration/Education is an advantage

2. Education:

- Secondary School Diploma
- Excellent English proficiency: Reading, Speaking, Writing and Listening

3. Skills/Competencies:

- Excellent computer skills: Microsoft Word, Excel and PowerPoint

4. Personal Qualities:

- Very good communication skills
- Good attitude and behaviour
- Ability to work under pressure