

Administrative Assistant
Employment Regime: Local Contracted
Group: 3
Reporting line: Head of Mission Support Department

Main Tasks and Responsibilities

- To provide general administrative support to the Mission Support Department (MSD);
- To collect relevant information to draft minutes, reports as required;
- To coordinate with other departments to ensure smooth administrative workflows;
- To maintain organized filing systems for finance and procurement documentation;
- To assist in registering and processing invoices, payment documentation, bank transfers and follow-up on payment status;
- To support in managing petty cash;
- To support in preparing VAT refund documentation and liaising with relevant authorities;
- To assist the Procurement unit in conducting market surveys, and gathering quotations, prepare procurement documentation and assist in launching tender;
- Follow up on procurement processes, including invoice handling and payment after goods/services are accepted;
- Liaise with vendors and service providers as needed;
- To perform any other duties as required by the Line Manager.

Qualifications and Experience:

- Successful completion of a minimum level of secondary education and/or equivalent professional administration, procurement, finance trade, attested by a diploma.
- Minimum of 3 years of relevant experience in administrative, finance, or procurement functions.
- Familiarity with procurement and financial procedures in an international or mission-based environment is an asset.
- Proficiency in MS Office Suite (Excel, Word, Outlook, PowerPoint); experience with accounting or ERP systems is desirable.

- Strong organizational and multitasking skills with attention to detail.
- Ability to work independently and as part of a team in a multicultural environment.
- Excellent communication skills in English and Arabic; Hebrew is an advantage.
- Valid driving license in area of operations.