

## We're looking for:

Position Title	Officer – Administrative support
Department	Procurement and General Services
Job Code	ACA/HR/18-2021

### Job Description

To provide support and excellent customer service and satisfaction to faculty, staff and students at Sorbonne University Abu Dhabi (SUAD). To work collaboratively across all departments and deliver services in a timely and effective manner.

#### Key Responsibilities:

- Manage and supervise all support services such as helpers, office boys, etc
- Manage the on-campus storage related to the PGS department.
- Manage the off-campus archives storage related to all departments.
- Maintain on-going, updated inventory of department and other related materials.
- Manage the issuance, replacement, and disposal of SUAD's official stamp, which falls under the responsibility of the department according to the policies and procedures.
- Respond to office supply requests through the preparation and submission of purchase requests to the Procurement section, checking items are delivered on time and as per specifications to maintain office supplies (e.g. stationery, kitchen items, cleaning materials etc.)
- Check and review monthly invoices with the delivery note and arrange payment to ensure all transactions are tracked and paid on time
- Ensure effective inventory management of all supplies and materials in order to manage and maintain adequate stock levels
- Supervise the transportation services of SUAD's vehicles and drivers for all business-related requirements.
- Manage the transport service for SUAD, ensuring efficient and effective maintenance of a fleet of cars/mini-buses and a pool of drivers to respond to staff and student needs when required.
- Supervise the requests for transport services re the scheduling of the trips in order to efficiently manage the university transport services.
- Follow all relevant department policies, processes, standard operating procedures and instructions so that work is carried out in a controlled and consistent manner
- Prepare departmental reports for own area of work as required in a timely and accurate manner to meet SUAD and department requirements, policies and standards
- Perform other related duties or assignments as directed by the Line Manager

## We're looking for:

### Profile (Minimum Qualifications, Minimum Experience, Job Specific Skills)

**Minimum Qualifications:**

Bachelor's degree

**Minimum Experience:**

3 years of experience in the related functions, preferably in the Higher Education sector

**Job-Specific Skills:**

- Customer service skills
- Interpersonal skills
- Administrative skills
- Organizing and prioritizing skills
- Knowledge of Oracle application

Languages: English is mandatory. Arabic is preferred.

### Conditions

- Local limited three years contract in accordance with the UAE law, renewable.

### Grade

6

### Package Details

- Accommodation Allowance
- Health Insurance
- Benefits

**How to apply**

<http://www.sorbonne.ae/vacancies/>

**Application to be sent by**

06<sup>th</sup> May 2021