



AT01600

SECRETARY

Level 3

Reports to (Hierarchical)

HR Administration Manager

Reports to (Functional)

HR Administration Manager

Job Family

HR & FIN

Main Purpose

Perform secretarial administrative activities according to the instructions of the supervisor and **MSF** rules and protocols to ensure efficient administrative support to **MSF** office staff.

Accountabilities

- Write and/or check official letters, reports and other documents related to the Mission
 - Arrange and confirm appointments, keep a diary of absences, meetings and holidays up to date.
 - Maintain a call register (incoming and outgoing) informing the individuals about the calls received during his/her absence.
 - Take and prepare minutes of meetings.
 - Manage all incoming /outgoing mail/packages/faxes, ensuring a proper registration and delivery to internal or external recipients.
 - Monitor the person in charge of the mail and check the receipts, as well as the courier company and perform billing for services rendered.
 - Manage office stationary supply and place orders on time to avoid running out of stock.
 - Supervise the printing of copies and binding of documents.
 - If the absence of a receptionist, welcome guests and visitors, ensuring that the reception area is in good, clean condition
 - Inform supervisors in the case of any incident / problem.
 - Help to organize internal and external events (meetings, presentations, etc) in sending invitations, ordering the catering, arranging accommodation, etc.
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Education

Secondary education and secretarial related studies

Experience

Desirable working experience of two years in similar jobs.

Language Level Description

B1 Independent User

Threshold or intermediate

- Can understand the main points of clear standard input on familiar matters regularly encountered in work, school, leisure, etc.
 - Can deal with most situations likely to arise while travelling in an area where the language is spoken.
 - Can produce simple connected text on topics that are familiar or of personal interest.
 - Can describe experiences and events, dreams, hopes and ambitions and briefly give reasons and explanations for opinions and plans.
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