

DEADLINE : 27 NOVEMBER 2021

TYPE OF CONTRACT/DURATION : EMPLOYMENT CONTRACT / 6 MONTHS

NO OF REQUIRED EMPLOYEES : 1

SALARY: AS PREMIERE URGENCE INTERNATIONALE (PUI) SYRIA MISSION SALARY SCALE
BASED: DAMASCUS

ABOUT PUI IN SYRIA

The current operational strategy for Premiere Urgence Internationale (PUI) in Syria is to alleviate the human suffering of the Syrian people in Syria by delivering sound, needs-based humanitarian assistance, while promoting a life-sustaining response. PUI's positioning on, shelter, education, livelihoods, and WaSH sectors remain a priority.

Based on ten years of experience conducting humanitarian operations in Syria, supporting Iraqi refugees and lately Syrians affected by the crisis, PUI has played an important role in responding to the needs of the population within nine governorates (Aleppo, Damascus, Rural Damascus, Homs, Hama, Tartous, Lattakia & Deraa) and through the following interventions:

- Rehabilitation of collective and private shelters
- Rehabilitation of infrastructure
- Emergency and Early Recovery WASH interventions
- Education support for conflict-affected populations (remedial classes, school rehabilitation, free exam preparations, summer class activities, community based initiatives and psycho social support),
- Enhancement of the Population of Syria self-reliance through livelihoods (vocational training course, provision of a professional tool kit ((PTK))

GENERAL OBJECTIVE

The Receptionist is responsible of the reception and is part of the representation of PUI office in Damascus and provides administrative assistance.

RESPONSIBILITIES AND TASKS

1- Responsible of Reception activities :

- Answer the phone, screen or direct calls and relay messages.
- Greet visitors and make sure they are comfortable and following the COVID-19 precautionary measures "wearing mask, distancing", direct them to the appropriate staff member after checking and verifying with PUI staff.
- Keep the record of visitors updated, full name, ID number.
- Open, date, sort, and distribute incoming correspondence, (letters, memos, administrative notification).
- Arrange for outgoing mail/packages to be picked up, and sign for courier delivery services (DHL...)
- Coordinate with the Senior Admin Assistant daily and prepare a schedule for sending outgoing mails upon priority and cars' schedule.
- Ensure reception area is quiet and tidy, and the door is closed all time.

2- Assists in HR & Administrative activities:

- Make Hotel booking
- Follow up and archive Travel Approval Requests (TAs) in coordination with Senior Admin Assistant
- Update the PUI staff contact list.
- Assist in the events organization (Workshops, Lunches, Meetings, Open Day...)
- Manage and maintain the meeting room schedules (bookings, cancelations, or occasions catering).
- Translate PUI Documents requested by line manager.

3- Organize and Maintain Archiving

- Organize and maintain general filing system and file all correspondences.

REQUIRED SKILLS

- **Language skills:** Fluency in English (speaking/ reading/ writing and translation)
- **Education:** Secondary School Degree (English Literature or translation is a plus)
- **Experience:** at least 1 experience in a related scope of work
- **Computer Skills:** Intermediate level in using MS Office (including Word, Excel, Outlook, PowerPoint)
- **Technical skills:** N/A
- **Other required skills:**
 - Good communication skills and tact & diplomacy dealing with telephone callers and visitors to the office
 - Ability to perform routine and repetitive clerical work in accordance with office procedures and practices
 - Sense of humor
 - Ability to complete multiple tasks in a timely manner.
 - Ability to work under pressure.
 - Good Planning and organizational skills

Dear Applicante,

To apply for this Vacancy, please copy below link:

https://docs.google.com/forms/d/e/1FAIpQLSc_jRXyLipDr8c5aKGdx7FeW39-KUypEAXtTlIG4nInomrm0A/viewform

If the link above dose not work by clicking on it, please copy and paste it in the browser address bar.

Also you should send your CV updated with the cover letter to the below email account and subject of the email should be the Job Title you applied for .

syr.hr.recruitment@premiere-urgence.org

PLEASE NOTE THAT THE PRIORITY WILL BE FOR THE APPLICANTS WHO WILL APPLY BY 14th OF NOVEMBER 2021.