



CAREER OPPORTUNITIES

Bachelor of Science in Business Administration or related field

Job Title: Assistant Administrator

We require the services of an experienced Assistant Administrator, preferably having at least one year of experience in that field.

The incumbent is required to perform the following tasks and will be evaluated on the following duties and responsibilities:

- Knowledgeable in making Business plan, Economic Impact of the Project, Feasibility Study, Financial feasibility /Analysis/ strategy, Marketing Feasibility/ Plan, Management Feasibility and Technical Feasibility
- Assists the Administrator with the day-to-day management of budgetary, financial, personnel and administrative functions for the department.
- Supervises and performs monthly reconciliation of accounts and generates monthly financial and budget reports for departments and major business areas.
- Manages financial activities and accounts including auditing of all activities relating to budget allocations, revenue, expenditures, accounts payable, purchasing and human resources functions.
- Monitors the preparation of all personnel and administrative documents and advises personnel on a variety of administrative issues; reviews documents for accuracy. Conducts orientation for part-time staff.
- Assists the Administrator with the development of annual budgets.
- Trains and supervises staff in financial, human resources and other administrative functions.
- Oversees overall office administration in the absence of the Administrator.
- Prepares reports for management use.
- Performs other job-related duties as assigned.
- word processing
- audio and copy typing
- E-mail letter writing
- dealing with telephone and email enquiries
- creating and maintaining filing systems
- scheduling and attending meetings, creating agendas and taking minutes - shorthand may be required
- keeping diaries and arranging appointments
- organizing travel for staff
- Using a variety of software packages, such as Microsoft Word, Outlook, PowerPoint, Excel, Access, etc., to produce correspondence and documents and to maintain presentations, records, spreadsheets and databases.
- devising and maintaining office systems
- booking rooms and conference facilities
- using content management systems to maintain and update websites and internal databases
- managing and maintaining budgets, as well as invoicing
- liaising with staff in other departments and with external contacts
- ordering and maintaining stationery and equipment
- sorting and distributing incoming post and organising and sending outgoing post
- arranging travel and accommodation for staff or customers and other external contacts
- liaising with colleagues and external contacts to book travel and accommodation
- organising and storing paperwork, documents and computer-based information
- photocopying and printing various documents, sometimes on behalf of other colleagues
- recruiting, training and supervising junior staff and delegating work as required
- manipulating statistical data
- Arranging in-house and external events





Knowledge, Skills and Abilities

- strong organizational skills
- presentation skills and attention to detail
- the ability to plan your own work, work on your own initiative and meet deadlines
- the ability to manage pressure and conflicting demands and prioritize tasks and workload
- oral and written communication skills
- decision making skills
- tact, discretion and respect for confidentiality
- a pleasant, confident telephone manner
- teamwork
- reliability and honesty
- Project management skills

If you are interested kindly submit your updated CV or Resume with attached 2x2 photo and send it to:
sha2515@yahoo.com | info@aeromapss.com | hr@aeromapss.com

For further information, please visit our website at www.aeromapss.com, or just scan our QR Code provided.



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