



Vacancy Announcement

AME University
34 Camp Johnson Road
Monrovia, Liberia
jobs@ame.edu.lr

AME University is a small faith based institution located in Monrovia, Liberia. Founded in 1995, the University has grown steadily for 20 years, currently with more than 3,800 students enrolled in 19 academic programs across 4 colleges. In fostering its mission, the University is seeking a highly experienced, vibrant and progressive “Administrative Assistant” with a cutting-edge administrative vision, to work with the Dean in leading the institution as it continues to accelerate progress in becoming a premier tertiary institution in Liberia.

Class / Title: **Administrative Assistant-Coordiators Office.**
Division: Academic Affairs
Reports To: Dean, Graduate School
Closing Date: September 30, 2017
How to Apply: Submit CV, Cover Letter and Credentials to: jobs@ame.edu.

Position Requirements:

The Administrative Assistant should report to the Dean of the Graduate School and shall be responsible to perform secretarial services, assist the Dean in directing the affairs of the office. Candidates should provide administrative and clerical support in all aspect of general office coordination as assigned by the Dean of Graduate School.

Responsibilities/Duties

- Maintain office calendar to coordinate work flow by ensuring that assigned task within the Department of Education are performed in keeping with schedule.
- Organize meetings as requested by the Dean of Graduate School
- Prepared and sent out citation to other college on matters of concern relating to the University.

OTHER REQUIREMENTS:

- Maintain office calendar to coordinate work flow and meetings.
- Maintain confidentiality in all aspect of the staff
- Open, sort and distribute incoming correspondence
- Perform general clerical duties to include, but not limited to photocopying, faxing, mailing and filing.
- Conduct research, compile data and prepare paper for consideration to the Dean.
- set up and coordinate meetings and conferences
- Collect and monitor inventory of office supplies
- Arrange for the repair and maintenance of office equipment
- Perform any other relevant duties consistent with the function of the Department, section or unit as may be assigned by the Dean of College

WORK EXPERIENCE

At least three (3) years’ experience in general office responsibilities and procedures.

Required Minimum Qualification:

- Requires a bachelor's degree or its equivalent from a recognized University.
- Ability to learn and further develop professionally.
- Must promote integrity, honesty, and credibility.
- Must be computer literate