

Tchambarak Area Program Administrative Assistant

Location: [Europe & the Middle East] [Armenia] [Tchambarak]

Category: Administration/Corporate Services

Job Type: Open-ended, Full-time

Tchambarak Area Program Administrative Assistant

LOCATION

Tchambarak, Gegharkunik marz, Armenia

DURATION

Open-ended

PURPOSE OF THE POSITION

The incumbent will provide administrative, logistics and programmatic support services to Gegharkunik Marz/ Tchambarak Area Program, including assistance in coordination of information flow, contribution to operational efficiency and effectiveness. The Administrative Assistant plays an integral role in the flow of information into, through and out of the Area Program and is the first point of contact for anyone contacting program.

MAJOR RESPONSIBILITIES

Major Activities

- Greet visitors, community members, when they enter the office;

- Provide information or referral to the proper Area Program staff;
- Answer phone with enthusiasm and professional manner and direct telephone call to the proper Area Program/ Marz staff, take message/pass message to staff and provide information to the caller;
- Keep minutes of all meetings in Area Program office (staff, community, other);
- Assist with copying, filing, record keeping and other administrative support;
- Keep records of incoming and outgoing correspondence, being responsible for receiving and sending off documents to the National Office and other addressees;
- Ensure uninterrupted operation of Area Program equipment, including copying/printing machines, air-conditioners, others. Support Marz/ Area Program staff in implementation of the technical programs at Area Program level. Provide administrative support to Marz/ Area Program staff in organization of meetings and educational events;
- Insure timely delivery of correspondence, organization of meetings and visits. Support conducting necessary purchases of supplies for Area Programs.
- Support Marz/ Area Program staff to conduct Area Program monitoring of projects and events within the scope of different sectors as assigned;
- As Area Program team member, actively participate in AP different meetings, events, initiatives, discussions, including feedback, reflection and learning related to different sectors.

Cashier (in case of need)

- Responsible for cash maintenance and weekly cash counts;
- Responsible for handling cash ledger and other cash related documents in line with WV financial

requirements;

- Responsible for keeping cash balance updated and timely cash replenishment;
- Make cash payments to WV Armenia casual workers and suppliers;
- Responsible for the maintenance of fuel coupons and their disbursement to relevant staff persons.

REQUIRED QUALIFICATIONS

The following knowledge, skills, and abilities may be acquired through a combination of formal schooling, self-education, prior experience, or on-the-job training:

Education:

Higher education;

Knowledge & Skills:

- Previous work experience with an NGO;
- Good communication skills in Armenian and English;
- Ability to manage multiple tasks and work under pressure;
- Ability to prioritize tasks and manage time effectively;
- Ability to establish and maintain relationship with the community;
- Strong coordination skills;
- Computer literacy (MS Word, Excel, Internet, E-mail);

- Ability to use accounting, spreadsheet and word application, software database;

Work environment:

- The position requires ability and willingness to travel domestically and internationally up to 5% of the time.