

**Job Title:** Executive Assistant and Receptionist

**Reports to:** Director

**Hours:** Full-time (40 hours a week)

**Main responsibilities:**

- Communicating with supporters and dealing with their queries, in person, over the phone and via email
- Managing the Charity's database and records of its supporters
- Managing calendars, scheduling meetings and preparing agendas
- Keeping minutes of meetings and following up on action points
- Composing and preparing correspondence
- Arranging for and supervising handymen, tradesmen and cleaners
- Maintaining stocks for office supplies and making orders of new supplies
- Receiving, sorting and sending post
- Managing bookings for office spaces
- Other related admin tasks

**Skills required**

- Intermediate skills in Microsoft Excel
- Excellent English and Arabic written and verbal communication skills

**Pay:** £23,644