

WE ARE HIRING

Admin Manager

Baghdad / Iraq

Brief :

Power Engineering World (PEW) is seeking for “**Admin Manager** ” for Company in Iraq , with the following requirements:

Education :

Bachelor Degree

Professional Experiences:

At least 10 years

The candidate must perform the following Job duties:

1. Assist in the preparation of regularly scheduled reports
2. Develop and maintain a filing system
3. Book travel arrangements, rooms, taxis, couriers, hotels etc.
4. recording and Submit expense reports
5. Provide general support to visitors
6. Research and creates presentations
7. Create the reports
8. Handle multiple projects
9. Develop administrative staff by providing information, educational opportunities and experiential growth opportunities
10. Contribute to team effort by accomplishing related results as needed
11. Carry out administrative duties such as filing, typing, copying, binding, scanning etc.
12. Write letters and emails
13. Handle sensitive information in a confidential manner
14. Take accurate minutes of meetings
15. Develop and update administrative systems to make them more efficient
16. Resolve administrative problems
17. Manage staff appointments
18. Ensuring Project records are maintained according to ISO9001quality management system.

Language and Skills:

1. Excellent in English language (Reading , writing ,
2. Speaking) .
3. Excellent Microsoft Office
4. Excellent Attention to detail
5. Keen ability to priorities and multitask in a fast-paced environment
6. Strong interpersonal skills
7. Previous Project Administration experience is essential
8. Adherence to company privacy and confidentiality policies
9. Excellent written and verbal communications skills
10. Confidentiality
11. Time Management

Energetic and qualified candidates are requested to send their CVs to:
cv@pewgroup.com / Subject: Admin Manager

