



The Latin Patriarchate of Jerusalem is currently looking for qualified candidates for the current job post; **Administrative Assistant – Full Time Duty**, under the direct supervision of the General Administration Office at the HQ in Jerusalem.

#### General Overview:

Under the supervision of the General Administration of the Latin Patriarchate of Jerusalem, reporting directly to the CEO, the assistant will perform a variety of technical and administrative support duties for the GA office which require a range of skills and knowledge of organizational policies and procedures. S/he will facilitate the work-flow activities and provide the adequate support to the CEO and the GA office. S/he will resolve administrative problems and inquiries, composes, edits, and proofreads official correspondence and reports, and prepares a range of administrative documents. The assistant is responsible for scheduling internal and external meetings and presenting accurate minutes of meeting on a timely basis. Responsible for maintaining updated and adequate archiving system (both hard copy and electronic archiving systems) in the most efficient manner.

#### Responsibilities and tasks:

- Oversees and handles general office tasks and operations and ensure they remain secure.
- Coordinates and performs a range of operational support activities for the LPJ GA office, as directed by the CEO and serves as a liaison with other administrative departments and operating units in the resolution of day-to-day administrative and operational needs.
- Provides administrative and secretarial support for the office such as answering telephones and emails, assisting visitors, resolving and/or referring a range of administrative inquiries.
- Composes and edits correspondence and/or memoranda, agendas and/or minutes of meetings.
- Schedules and coordinates meetings, events, interviews, appointments, and/or other similar activities for the CEO, which may include coordinating travel and lodging arrangements.
- Prepares or assists with the preparation of scheduled narrative reports, performs basic information gathering as specifically directed.
- Establishes, maintains, and updates adequate archiving system, databases, records, and/or other documents, develops and maintains data for recurring internal reports.
- Sorts, screens, reviews, and distributes incoming and outgoing mail, composes, prepares, or ensures timely responses to a variety of routine written inquiries.
- Prepares requisites for supplies, printing, maintenance, and other services.
- Process basic payment requests, requisitions, and invoices.
- Performs miscellaneous delegated job-related duties as assigned to support the role of the GA office in compliance with strict confidentiality and professionalism.
- Works closely and effectively with the management team at the HQ to keep them well informed about work related matters and previously set deadlines and responsibilities.
- Protects LPJ's value by handling and keeping information confidential.
- Updates job knowledge by participating in educational opportunities.

#### Requirements:

- Diplomas and certifications in Administration, Office Management, or any related field. Bachelor's degree in Business Administration is preferred.
- Proven 5+ years of relevant work experience at executive level where confidentiality is of prime importance.
- Hebrew Language is an asset.
- Hands-on legal background and experience is a plus.



**Competencies:**

- Excellent communication skills (both oral and written) in Arabic and English  
Foreign languages (Hebrew, French, Italian or Spanish) is a plus.
- Ability to write in a creative, descriptive, technical, and factual manner.
- Editing and proofreading skills.
- Quick typing skills.
- Strong organizational skills.
- Strong knowledge of office management systems and procedures.
- Proficient experience with software, MS. Office and Adobe InDesign software.
- Ability to manage time, multi-task, prioritize work and excel in a deadline-oriented environment.
- Strong team player, with ability to work independently as well as in a team setting.
- Capacity to work in a multi-cultural environment.
- Integrity and strong identification with LPJ Core Values.
- Willingness to travel.
- Valid driving license

All applications will be handled in strict confidentiality. A cover letter along with a curriculum vitae should be submitted in English no later than **June 24<sup>th</sup>, 2022** only by email at: [hr@lpj.org](mailto:hr@lpj.org)

Only short-listed candidates will be contacted.