



University of Kurdistan Hewlêr
زانکۆی کوردستان ههولێر

Vacancy Announcement
Administrative Assistant/Receptionist

Summary:

The University of Kurdistan Hewlêr (UKH) is seeking a qualified candidate for the position of Administrative Assistant/Receptionist within the Student Support and Wellbeing Centre (SSWC). This full-time role involves a 40-hour workweek, normally from 08:30 AM to 4:30 PM, Sunday through Thursday.

The successful candidate will report to the MC Advisor, contributing to the efficient functioning of the SSWC. Key responsibilities include organizing and managing schedules, processing communication channels, maintaining office equipment, creating reports, and assisting in event organization. Additionally, the role involves attending meetings, recording notes, keeping records, and ensuring the confidentiality of sensitive information.

VACANCY TITLE:	Administrative Assistant/Receptionist
VACANCIES AVAILABLE:	One
SCHOOL/PROGRAMME:	Student Support and Wellbeing Centre (SSWC)
JOB FAMILY:	Administration
TYPE OF CONTRACT:	FTE
HOURS OF WORK:	40 Hours/Week (Normally 08:30 AM – 4:30 PM, Sunday – Thursday)
PLACE OF WORK:	University of Kurdistan Hewlêr (UKH)
REPORTING TO:	MC Advisor
CONTRACT DURATION:	3 Years
PROBATION:	6 Months
APPLICATION DEADLINE:	Applications is open until the position is filled.
JD VERSION:	231123



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DUTIES AND RESPONSIBILITIES

- Organizing and managing schedules and calendars for staff, in the SSWC.
 - Receiving and processing communication channels, including email, phone, and physical mail.
 - Ensure functionality of necessary office equipment, and requisition new equipment and supplies as needed.
 - Creating reports and memos for the Director of the SSWC and the senior employees as needed.
 - Offer assistance in organizing events, including ordering materials, and requisitioning meeting spaces.
 - Attend meetings and record notes and messages for the Director of the SSWC and the senior employees.
 - Keeping records and individual student files.
 - Save and retrieve any file upon request.
 - Keep very serious confidentiality about the information the Centre deals with.
 - Undertake any other reasonable duties as requested by the line manager.
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PERSON SPECIFICATIONS

- A master's degree in business management.
- Working knowledge of necessary productivity tools, including Microsoft Office Suite.
- One year of experience in the domain.
- Knowledge of, or the ability to quickly learn how to use standard office equipment, such as fax machines, modern phone systems, and copy machines.
- Prior experience and skills using software, including Word, PowerPoint, Excel, and others necessary for office work software applications.
- Proven experience of being able to handle multiple tasks at the same time.
- Notable organizational skills and the ability to provide organization and structure that others can follow.
- Strong communication skills and the willingness to make phone calls, emails, and other communications.
- Comfortable working independently when needed, or as part of a team.
- Ability to deal with sensitive information with discretion and to maintain confidentiality at all times.

HOW TO APPLY

- Interested applicants are requested to email their Application Form, CV, and Personal Statement to jobs@ukh.edu.krd by indicating the specific Vacancy Title: Administrative Assistant/Receptionist and inserting the most recent passport-size photo in the area provided on the application form.
- Only complete applications: Application Form (with the most recent photo), Personal Statement and CV will be considered.
- The size of the photo must be 45mm x 35mm with no less than 150 pixels for quality.
- Any application that does not specify the vacancy applied for will not be considered.
- An Application Form is available at 'Vacancies' on the University website (<http://www.ukh.edu.krd>) or click [here](#) to download it.
- Only short-listed candidates will be contacted for an interview.