
Position Title : Office Manager

Reporting to: CEO

Part 1 – Job Overview

The Office Manager will direct and coordinate the CEO office in a manner that will optimise its corporate image through managing both internal and external communication and supervising a team of admin staff providing goals and objectives for each individual.

Part 2 – Main Duties & Responsibilities

- Performs administrative duties with wide latitude for exercising discretion and judgment.
- Prepares letters, of which may be composed or compiled on the basis of personal knowledge of the subject matter. As instructed or in accordance with precedent, should be able direct mail to other staff members for their action.
- Studies reports received checks and compares with previous reports or other data, and brings to the attention of the CEO significant items, changes, errors or omissions.
- Sets up, maintains office files and records, keeps correspondence, and reports available for reference and efficient operation of the office.
- Transcribes minutes of meetings, hearings, dictation, dialogue, etc., and produces document in draft or final format.
- Effectively handle the relations between the CEO office and other departments.
- Analyze and summaries business reports as assigned.
- Respond to all CEO office's communication with respective timely manner.
- Prepare all CEO's Letters, Reports and Presentations
- Manage CEO's calendar, appointments, travel and bookings/reservations.
- Supervising the work of clerical and secretarial staff
- Deal with CEO's VIP visitors
- Manage all CEO's , Board and GA Meetings
- Other duties as assigned.

Part 3 – Work Location

Damascus – Head Office / Abo – Al Shamat Plant.

Part 4 – Personal Specifications

- Education:** University degree and/or related education
- Experience:** At least 3 years relevant experience in CEO office capacity for big organization
- Knowledge, Skills, and Abilities:**
- ❖ Ability to work in the changing environment
 - ❖ Highly organized, structured and able to work independently
 - ❖ Networker
 - ❖ Details oriented.
 - ❖ Presentable & outspoken
 - ❖ Customer oriented
 - ❖ Excellent English & Computer MS Office skills
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Office Manager Signature

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Date