

Academic Administrative Assistant

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Company: Jupiter Power

Location: Riffa

Category: other-general

Provides administrative support to the Assistant Manager of Academic Affairs and Dean.

Schedules, plans, and coordinates work actions of the Dean.

Receive and respond to enquiries concerning program matters from faculty, students, external organizations, and members of the public.

Collects, organizes, and analyzes data for specialized reports, as requested.

Coordinates the collection and preparation of operating reports in addition to coordinating the archived documents/SharePoint.

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