



PRCS is looking for **Administrative Assistant** in Planning, Partnership and Projects Department (Appeal Project) to work at the PRCS HQ in Al Bireh. Applications are only received through the e-mail listed in this advertisement no later than 20/3/2024 Job details can be found on the PRCS website

[جمعية الهلال الأحمر الفلسطيني - Careers \(palestinercs.org\)](http://palestinercs.org)

Job Title: Administrative Assistant

About PRCS:

The Palestine Red Crescent Society (PRCS) is an officially recognized independent Palestinian National Society. It enjoys legal personality and is part of the International Red Cross and Red Crescent Movement. The Society, which operates in Palestine and the diaspora, works in the field of humanitarian work, relief, health and social services.

Responsibilities:

- Provides administrative support to ensure efficient department's operations.
- Maintains physical and digital filing systems.
- Meetings preparations (including prior meeting talking points, meetings minutes, meeting reservations and room setup and catering preparations)
- Answers phone calls and directs callers to appropriate personnel, schedules appointments, signs for incoming packages, and assists clients and other visitors.
- Responds to emails and other digital queries and correspondence.
- Manages calendars for staff, as to reserve deadlines and keep on schedule.
- Drafts and edits letters, reports, and other documents.
- Assist in partnerships follow up and development of MOU's with local and International Organizations.
- Assist in coordination and follow ups with other PRCS departments in West Bank, Jerusalem, and Gaza
- Inputs and updates information in databases and spreadsheets.



- Uses word processing and presentation software to create and edit documents.
- Works with sensitive information with discretion to maintain confidentiality and security and ensure compliance with privacy policies and regulations.
- Ensures that deadlines are met and adapts to changing priorities.

Qualifications:

- University degree in Business Administration, Office Management, or any other related field.
- Minimum 3 years of relevant experience in administration or programme support service.
- Excellent administrative skills and strong qualities in working with teams.
- Organizational skills: Proven ability to demonstrate initiative in dealing with a large volume of work under time pressure, setting priorities, organizing work independently while meeting deadlines and adapting to a constantly developing working environment;
- Ability to work with a high degree of accuracy and attention to detail;
- Excellent communication (oral & written) Arabic and English languages, and interpersonal skills. Ability to act with tact, diplomacy, discretion and respect for confidentiality;
- Proficiency in MS Office Suite (Word, Excel, etc).

Qualified candidates are invited to submit their resumes and cover letters with the subject “**Administrative Assistant**” to jobs@palestinercs.org no later than **20/3/2024**