

Amaar Real Estate and Tourism Development Company, the real estate and tourism investment arm of Palestine Investment fund (PIF) and the leading real estate and tourism development Company in Palestine is soliciting a qualified candidate to fill the position of :

## ADMINISTRATIVE ASSISTANT (BOD SECRETARY)

### Responsibilities :

- Provide administrative and clerical support to the chairman of the Board and BOD members.
- Create meeting(s) timelines for Board of Directors and Board Committees, prepare and distribute meeting invitations, correspondence, and meeting materials.
- Prepare BOD meeting agendas, in consultation with the chairman of the board and heads of Board committees, and coordinate all administrative affairs related to the Board of Directors and Board Committees.
- Coordinate and organize all BOD and Committee meetings and events in terms of location, date, technical facilities, and all event management activities.
- Document and archive all BOD resolutions, minutes of meeting, monthly and annual reports, etc.
- Document and archive all correspondence related to the Board of Directors.
- Keep and update full contact lists of board members, committees' members and company officers, including appointment dates, term of appointments and bios.
- Attend and take minutes of Board of Directors and Board Committees meetings, and obtain the signature of Board and Committee members on the minutes of meeting.
- Create mailings, presentations, reports for Chairman and other materials for the Board members as needed.
- Assure all documentations presented to the Chairman are in compliance with the company approved standard.
- Maintain and track all BOD and Committee resolutions and ensure that all are up to date.
- Coordinate all pending items related to the BOD to be finalized with the executive management.
- Maintain, as needed, both mailing and public relations lists of various relevant parties.

### Requirements:

- Bachelor degree in Business Administration or related fields.
- Three years of related experience.
- Strong technology and minute taking skills.
- Excellent written and verbal communication skills.
- Strong organizational and planning skills
- Proficiency in Arabic and English languages, both reading and writing.
- Proficiency in Microsoft Office.

### How to Apply:

Qualified candidates are invited to submit their resumes to **hr@amaar.ps** with subject name "Administrative Assistant (BOD Secretary)", no later than January 31, 2018

We thank all applicants for their interest, but regret that only short-listed candidates will be contacted.