

Receptionist

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Company: The American University in the Emirates (AUE)

Location: Dubai

Category: healthcare-practitioners-and-technical

We are looking a highly efficient Receptionist who will be the first point of contact for the university and provide administrative support across the university. The suitable candidate must ensure that all responsibilities are completed accurately and delivered with high quality and in a timely manner.

Qualifications

Diploma or Bachelor's degree

Experience

1 - 3 years's relevant field experience

Proven working experience in a front office handling receptionist responsibilities

Proficient with Microsoft Office Suite

Professional appearance

Ability to organize, multitask, prioritize and work under pressure

Job Description

Maintains safe and clean reception area by complying with procedures, rules, and regulations.

Welcomes visitors by greeting them, in person or on the telephone

Answering or referring inquiries to the concerned individual or department

Direct visitors by maintaining employee and department directories

Updating the list of phone numbers and extension list in coordination with the IT department

Recording logbook entries for visitors

Receive, sort and distribute mail across the university

Assist the Finance Department and Facility Management with the Procurement documentation

Act as a Hostess for internal and external events

Receive and dispatch UPS couriers; track the status of delivery and update the concerned department.

Perform other clerical and administrative duties such as reports writing, filing, photocopying, faxing etc.

About American University In The Emirates (AUE)

The American University in the Emirates (AUE) invites applications from well-qualified candidates for a range of faculty and administrative positions. AUE is located in Dubai Intl. Academic City.

AUE is not just a place of learning but a hub of innovation and growth, where your expertise and aspirations find a welcoming environment.

At AUE, we believe **Nothing is Impossible is the Pathway to Success**

AUE comprises seven dynamic colleges: College of Law, College of Education, College of Design, College of Business Administration, College of Media and Mass Communication, College of Computer Information Technology and College of Security and Strategic Studies. Each college boasts unique strengths and prestigious accreditations, reflecting our commitment to providing a world-class education.

The American University in the Emirates is accredited by **SACSCOC** (the Southern Association of Colleges and Schools Commission on Colleges) to award baccalaureate and master's degrees. Degree-granting institutions also may offer credentials such as certificates and diplomas at approved degree levels

The American University in the Emirates is officially licensed to operate as a higher education institution and all its programs are accredited by CAA (the Commission for Academic Accreditation), Ministry of Education, United Arab Emirates.

The **College of Business Administration** is a proud member of **AACSB** (The Association to Advance Collegiate Schools of Business), and its degree programs (Bachelor of Business Administration, Master of Business Administration, Master of Sport Management) are accredited by **AACSB**) as of 2022.

The Bachelor of Computer Science in **College of Computer Information Technology** is accredited by the Computing Accreditation Commission **ABET** .

NASAD (The National Association of Schools of Art and Design) has granted the Bachelor of Science in Fashion Design, Bachelor of Science in Graphic Design, Bachelor of Science in Interior Design, and Bachelor of Science in Animation in the **College of Design** the designation of Substantial Equivalency with accredited programs in the United States.

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