

U.S. GOVERNMENT EMPLOYEE ASSOCIATION

U.S. EMBASSY

POSITION: ADMINISTRATIVE ASSISTANT

Work week: up to 40 hours/week (evenings and weekends if needed)

Salary: 600TND/month

Responsibilities and position function: Candidate is the administrative assistant of the USGERA association.

- Acts as liaison between USGERA and various Embassy offices.
 - Is responsible for the proper filing/typing of all USGERA correspondence
 - Is responsible for all local procurement – Assists with the inventory of commissary stock.
 - Assists with the receiving, unloading and stocking of dry and frozen goods orders.
 - Assists with any other administrative duties the USGERA Manager or Senior Accountant may assign.
- Due to the nature of the job, working on weekends and holidays may occur.

-Qualifications:

-Full professional proficiency in English and Arabic, both spoken and written. Knowledge of French a definite plus.

-Must have experience in administration and customer service.

-Applicant must be available on weekends and holidays if needed.

-Good communication and customer service skills.

-Good working knowledge of Microsoft and small business accounting system.

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