

Assistant to Vice President for Operations

PURPOSE:

The Assistant to the Vice President for Operations performs numerous executive level administrative functions and serves as the single point of contact for coordinating day-to-day operations. S/he provides guidance and responses to requests in the absence of the VPO in matters not requiring executive disposition.

RESPONSIBILITIES

- Manages all incoming and outgoing communication and documents;
- Maintains contacts and university notional calendar;
- Works in conjunction with colleges, offices, and centers to complete assignments related to operations;
- Assists VPO in planning;
- Coordinates meetings and appointments to ensure proper preparedness and that all meeting materials are delivered to participants in a timely and efficient manner;
- Schedule meetings for the Vice-President of Operations;
- Prepare agenda and documents for the Vice-President of Operation's meetings;
- Take the minutes of VPO meetings;
- Other work as assigned by the VPO.

QUALIFICATIONS, KNOWLEDGE AND SKILLS

- The incumbent require obtaining BA degree in Administration, management, or other relevant fields, with two-year working experience related to office work and planning;
- Operations of office work;
- Maintain a high level of accuracy confidentiality concerning files and other confidential documents and information;
- Good interpersonal skills;
- Team building skills;
- Effective written and verbal communications skills;
- Independently motivated with little need for instruction;
- Time management and organizational skills;
- Have good command of English and Computer literacy;
- Demonstrate strong networking;
- Be dedicated to the mission of the university;
- Proficiency in English and Khmer.

PERSONAL ATTRIBUTES

- Patient and Friendly;
- Highly responsible ;
- Adherence to strict confidentiality standards;
- Honest and trustworthy;
- Respectful;
- Flexible, highly motivated and creative ;
- Demonstrate sound work ethics.