

### Receptionist/Administrative Assistant

Department: HR & Administration  
Location: Cayan Business Center, Tecom, Dubai, UAE  
Reports To: MENA HR Coordinator  
Hours: Full Time (40 hrs)

#### Role description

- The main role of this position is to assist the HR Coordinator in providing secretarial, office and administrative support within a growing business
- Act as the first point of contact for callers, visitors, and general public
- The role undertakes the responsibility of organizing travel arrangement for all MENA staff

#### Key Responsibilities

- **Main Activities**
  - Greet and welcome visitors and ensure they are directed to proper meeting room
  - Receive, screen and direct all calls to appropriate department
  - Organize meeting room diaries
  - Manage couriers, outgoing post & incoming post
  - Provide logistical support to meetings and catering provision
  - Book taxis/car for all employees or visitors as and when necessary
  - Maintain adequate office supplies & stationeries
  - Collate & update staff contact numbers & telephone extension list on a regular basis
  - Be an ambassador for the business at all times
- **Office Administration**
  - Arrange hotel bookings, air ticket reservation for all MENA staff travelling on business
  - Manage a small amount of petty cash for day to day office transactions
  - Identify new suppliers by obtaining best price (hotels, travel agents, car rental etc.)
  - Provide basic administration assistance on employee attendance & leave files
  - Undertake general administrative duties as maybe required from time to time
  - Provide ad-hoc support for research team as and when required
  - Carry out facilities management of the office premises
  - Handle the schedule of office assistant

#### Skills required

- Excellent telephone skills
- Excellent written and spoken English
- Highly motivated and ability to work independently
- Excellent project and time management skills with ability to prioritise and manage conflicting demands
- Excellent written and verbal communication skills
- Excellent IT skills, including Word, Excel, Outlook and Powerpoint

**Personal Attributes**

- Exceptional presentation and a dynamic presence
- Strong interpersonal skills; demonstrated ability to work collaboratively with a wide range of individuals at all levels of the organisation
- Excellent organisational skills
- Quick thinker and a problem-solver
- Energetic and positive
- Honest & Trustworthy

**Experience required**

- At least 2-3 year's experience in the same field
- Experience working in a multi-cultural environment

**Education and qualifications**

- College degree holder
- Able to join immediately or with a minimal notice period to serve

This is not an exhaustive list, and you will be expected to be flexible in your approach to carrying out your duties, that may change from time to time to reflect changes in the Company's circumstances. This will include providing cover for colleagues as required. The Company therefore reserves the right to vary the job description in consultation with you.

All YouGov plc employees are expected to comply with the Company's policies, rules and procedures as outlined in the handbook, health and safety manual and all other publications.

Please send your CV and covering letter to [vacancies@yougov.com](mailto:vacancies@yougov.com)