

SECRETARY/TRAVEL ASSISTANT

Closing Date: 07/11/2008

Who may apply: All Interested Candidates

Length of Service: Two years renewable

The United States Agency for International Development (USAID) is seeking highly qualified candidates for the position of Secretary/Travel Assistant. The primary purpose of this position is to assist the Executive Officer and Deputy by providing a variety of administrative, secretarial and travel support to the Executive Office. This position is located in the USAID offices in Tel Aviv. The work environment is open, with a current staff of about 120 people and requires motivated, customer service-oriented individuals.

QUALIFICATIONS SOUGHT:

- Completion of secondary school is required;
- A minimum of three years of previous secretarial, administrative and/or office experience is required; experience in travel services is desirable.
- Must be discrete, strong interpersonal, customer service, and problem solving skills.
- Fluency in written and spoken English; Hebrew and Arabic is desirable;
- Good computer skills especially Microsoft Word, Excel, Outlook, Power-Point, Access and the Internet.

HOW TO APPLY:

Send a typed CV in English along with a cover letter to USAID's HR Office by fax at 03-511-4894 or by email to: hrwbg@usaid.gov. Please specify the AD CODE if you first saw this position advertised in a local newspaper. Applications must be received by COB, July 11, 2008. Only qualified applicants will be considered. Only those applicants short-listed for interview will be contacted. The U.S. Government is an Equal Opportunity Employer.