



## ADMINISTRATIVE ASSISTANT JOB DESCRIPTION

**Position:** Administrative Assistant

**Location:** Dubai

**Type:** Permanent

**Salary:** {AED 3,000 - AED 5,000} depending on the profile

### About MENALAC:

MENALAC is the trade council for the Middle East and North Africa leisure and attractions industry. We are committed to promoting and developing the entertainment and leisure sector in the region. Our diverse membership includes amusement parks, family entertainment centers, water parks, attractions, and suppliers.

### Role Overview:

As an Administrative Assistant, you will play a crucial role in supporting the MENALAC team by providing administrative and clerical assistance, with a strong emphasis on accounting tasks. You will work closely with team members to ensure smooth operations and contribute to the overall success of the organization.

### Responsibilities:

- Plan and coordinate administrative procedures and systems, devising ways to streamline processes.
- Provide executive and administrative support to the team by assisting with scheduling, making arrangements, and handling logistics for meetings, webinars, and conference calls.
- Ensure a smooth and adequate flow of information within the council to facilitate other business operations.
- Create presentations, reports, and correspondence.
- Compile and regularly update the association membership directory.
- Assist with events management and coordination.
- Prepare agendas and take minutes of meetings.
- Distribute invitations and confirm meetings.
- Make travel arrangements, including booking flights, cars, and hotel reservations as needed.
- Prepare and courier membership certificates or any other shipments required to members.
- Manage and coordinate activities of professional or trade association in accordance with established policies to further achievement of goals, objectives, and standards of profession or association.
- Ensure sponsorships and new membership queries are adequately handled in a timely fashion.
- Prepare all monthly documents required for the bookkeeping company with the assistance of the accounting team and the treasurer.
- Prepare and process bills and invoices for payment and ensure that all accounts payable are cleared within a reasonable time frame.



### Requirements:

- Proven experience as an Administrative Assistant or similar role.
- Strong accounting knowledge and experience in basic accounting tasks.
- Excellent organizational, time management, and written skills.
- Proficiency in MS Office applications (Word, Excel, Outlook, PowerPoint).
- Effective communication and interpersonal abilities.
- Ability to multitask, prioritize tasks in a fast-paced environment, and work efficiently under deadlines.
- Bilingual English/Arabic speaker is a plus.

### How to Apply:

Please submit your resume and a cover letter outlining your qualifications and interest in the position to [hr@menalac.org](mailto:hr@menalac.org). Kindly include "Administrative Assistant Application" in the subject line of your email.