

Vacancy Announcement

Position title	Receptionist
Vacancy No.	YAO-Khq-19-12
Employment Type	Full-time
Duration	Until 31/12/2019
Duty station	Khanaqin Office
Estimated Start Date	As soon as possible
Closing Date	Sunday 27/01/2019
Overview	Youth Activity Organization (YAO) is a Non-government organization; established since 2001 in KR-I. YAO as a leading NGO is working to make positive changes to the lives of people in the community. Working for socio-economic development to the targeted societies through strengthening their capacity and providing humanitarian services to ensure that human rights of all persons are secure of in their enjoyment of their freedom that are necessary in dignified living.
Job Description	Youth Activity Organization (YAO) is seeking an experienced and passionate receptionist.

<p>Main Duties and Responsibilities:</p>	<ul style="list-style-type: none"> • Supporting the Finance and Logistic Officers in managing the consumables store, track inventory, and make order requests for necessary items. • Create and update office inventory and valuation lists for all office supplies. • Adhere to YAO policies, tools and guidelines • Ensure proper filing of documents • Handling, filing original, and hard copies of all required documents for administration and all projects • Carry out any other tasks requested by Line Manager • Welcome and direct visitors to the appropriate person and office • Perform other clerical receptionist duties such as filing, photocopying and transcribing • To Provide daily reports of visitors received • To report any suspect/unusual situation/visit to the supervisor. • To ensure all compound items are kept on its original and safe place and that the doors, gates and windows are closed after working hours, weekends and holidays. • To keeps the presence board updated and registers all visitors/guests • To Check/observe visitors and their luggage to prevent the passage uniforms and/or prohibited/concealed drugs, weapons and explosives into HI compound. • Any other duties as assigned
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<p>Required Qualifications & Experience</p>	<p>Education:</p> <ul style="list-style-type: none"> • Minimum completion of High School. <p>Experience:</p> <ul style="list-style-type: none"> • Minimum 2-year experience in similar position. • Cultural awareness and ability to build relationships quickly with a wide variety of people • Patient, adaptable, flexible, able to improvise and remain responsive and communicate clearly and effectively under pressure • Must be Iraqi nationality holder.
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Date:

	<p>Knowledge:</p> <ul style="list-style-type: none">• Excellent communication skills.• Able to adapt within a work environment containing individuals of multiple and various cultural and educational backgrounds. <p>Languages:</p> <p>Strong communication skills both verbal and written Kurdish and Arabic. Knowledge of English is an asset.</p>
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How to apply:

Qualified Candidates should submit their CVs attached electronically to jobs@yao-iraq.org with indicating the position they are applying for in the subject of the email.

Email subject must read: **YAO-Khq-19-12**

- Email without vacancy title will not be considered. Email after the closing date will not be considered. Only short listed candidates will be contacted
- **YAO** is an Equal Opportunity Employer. YAO considers all applicants on the basis of merit without regard to race, sex, color, national origin, religion, sexual orientation, age, marital status, veteran status or disability.