



vacancy ref. irna.19.27

Ibn Rushd National Academy is a fast growing, young school, pioneering educational research and reform in the Middle East.

As an IB continuum world school, IRNA offers the IB Primary Years, Middle Years, and Diploma programmes.

Ibn Rushd National Academy seeks an enthusiastic, qualified administrative coordinator with a proven track record in office administration to join its staff.

The administrative coordinator's role includes:

- managing queries and general correspondence,
- providing personal administrative support for the senior management team,
- diary management, scheduling, and event co-ordination,
- managing procurement and timekeeping,
- establishing systems and procedures as required,

To thrive in this role, successful candidates need to be highly motivated and committed, love variety, work independently and under pressure, set priorities, communicate well, and be super organised.

The potential candidate will have an open mind, positive attitude, and willingness to experiment and learn, along with a great sense of humour!

The successful candidate:

- possesses strong interpersonal skills,
- works with a high degree of accuracy,
- enjoys working individually and within a team,
- is an ambitious individual who wishes to develop his/her own skills and experience,
- is fluent in both Arabic and English,
- is experienced as an office coordinator,
- is familiar with relevant IT tools,
- enjoys the opportunity to create his/her own working environment,
- has the talent to develop and deliver high quality supporting services to IRNA's community,
- has the desire to make a real difference within our working environment, and to have some fun along the way.

The diversity of this role means you would be involved in many aspects of the organisation, and would be a key part of a focused team.

If you have what it takes, please apply, including a one-page cover letter quoting the vacancy reference above telling us why you would be perfect for the job!

correspondence to: [recruitment@ibnrushd.edu.jo](mailto:recruitment@ibnrushd.edu.jo)

