



Job Description

Job Title: Admin Associate

Reports to: CEO and Executive Directors

Company:

Falak Consulting is a values-based, purpose-driven strategy and innovation consultancy. Our purpose is to build stronger economies and happier societies by unlocking business and human potential.

Job Brief:

We are looking for an experienced and qualified Bahraini Admin Associate to help with general admin and secretarial duties in Falak. A minimum of one year's experience is required. For truly exceptional candidates the opportunity exists to transfer to a consultant role after two years at this post.

	General Duties and outcomes	Expected time line
1	Learn and follow the Falakonian Way document	Within 7 days
2	Answer all telephone enquiries in a professional manner and within four rings.	Within 14 days
3	Act as a receptionist for the company and perform general secretarial, admin and basic accounting duties.	Within 14 days
4	Assist the consulting team in project related work when necessary.	Within 14 days
5	Be responsible for all physical filing of the company	Within 14 days
6	Manage the company social media accounts and assist in general marketing activities.	Within 21 days
7	Learn and be responsible for Falak's CRM (Hubspot) and e-newsletter (Mailchimp) platforms	Within 21 days
8	Manage all legal filings and requirements for the Company (MOIC, LMRA etc)	Within 21 days
9	Manage and order office supplies	Within 21 days



10	Manage all office related vendors (internet, rent etc.)	Within 21 days
11	Manage petty cash	Within 21 days
12	Organize and manage travel arrangement of the team when required	Within 21 days
13	Maintain holiday records of Team Members	Within 30 days

Qualifications and Experience.

- University degree in business or similar qualification.
- 1-2 years' experience in a similar job.
- Must be fluent in Arabic and English and be able to write formal letters in both languages.

Job Type: Full Time

Package:

- Salary BD 400 – BD 475.
- Health insurance.
- Profit sharing scheme.

If you are interested, please visit the application page on our [website](#) and follow the instructions there. The next steps would be for us to do a phone interview, and if this step is passed then we'd do at least one face-to-face interview, possibly more.