

VACANCY ANNOUNCEMENT AT GMIT

Job Location: Nalaikh district, Ulaanbaatar, Mongolia

Posting Date: 11/03/2024 **Closing Date:** 11/04/2024

Expected starting date: 04/2024 **Salary:** Salary is commensurate with education and experience.

Established in 2013, the German-Mongolian Institute for Resources and Technology (GMIT) is the youngest state university in Mongolia and the first university based on bilateral governmental cooperation. The founding of GMIT was jointly initiated by Mongolian and the German Federal Government continues to support the development of the university.

FACULTY ASSISTANT

The responsibilities of this position are:

- Provides a wide range of clerical support including keyboarding, composing and editing letters, memorandum, reports, lecture/course materials, presentations, and cases;
- Provides translation service to the faculty in both languages;
- Creating Faculty News, even related to the research activities, and uploading this news on the GMIT web page;
- Coordinates events, including conferences, seminars, and colloquiums;
- Purchases and maintains an inventory of supplies for faculty members;
- Answers and routes phone calls, mail, and e-mail messages and may handle wide-range information dissemination;
- Caring about guests who visit faculty and meetings related to professors, lecturers, and researcher's guests;
- Recording and writing of meeting minutes;
- To do archiving and filing of supervisor of faculties documents.

Minimum qualifications (knowledge, skills and abilities)

- A bachelor's degree in any field;
- Proficient knowledge of Microsoft Office (Word, Excel, PowerPoint) and Internet browsers;
- Excellent English skills in written and oral communication;
- Able to work as part of an international team, contributing to the work of the Faculty.
- Able to prioritize work effectively and meet deadlines.

Required documents:

- An application letter
- An up-to-date Resume or Curriculum Vitae
- Copies of relevant certificates
- Reference letter

How to apply:

All documents must be submitted in English and Mongolian language in a pdf soft copy to the email address recruitment@gmit.edu.mn. A certified English translation needs to be provided for documents that were issued in other languages.

Web page: www.gmit.edu.mn

For any inquiries related to the call please contact our HR Department via email or at (+976) 7023 2090

Only shortlisted applicants will be invited for an interview.