

Administrative Officer (6-month interim position)

The Middle East Investor Relations Association (MEIRA) is an independent, non-profit organisation dedicated to promoting the Investor Relations (IR) profession and international standards in corporate governance. The mission of MEIRA is to enhance the reputation, efficiency and attractiveness of the Middle East capital markets.

MEIRA operates in more than 10 markets in the Middle East and the Levant region and in order to support the organisation of the 2023 MEIRA Annual Conference and Awards, we are looking to hire an Administrative Officer.

This is a 6-month interim position, but there will be possibilities to extend it upon completion.

In your role, you will:

- Report to the General Manager and you will work closely with the rest of the executive team.
- Responsibilities and essential job functions include but are not limited to the following:
 - Keep our contact database up to date (CRM Glue up)
 - Support on Finance tasks:
 - Process and send invoices
 - Follow up on unpaid invoices
 - Updating membership payment status on Glue up
 - Coordinate with supplier finance teams in creation of suppliers' accounts, uploading invoices and supporting documents etc.
 - Respond to minor/basic inquiries on membership & training and any general correspondences.
 - Provide administration and on-site support for Trainings, Virtual Exams, Chapter Meetings, Annual Conference and any other events hosted by the Association including:
 - Send and receive courier, manage PO Box
 - Keep the generic e-mail boxes updated, organizing in respective folders
 - Liaise with printing providers, obtain quotes, arrange deliveries
 - Be present on the day of the event/Annual Conference and oversee registrations.
 - Other ad-hoc tasks based on the activities of the Association.

Required experience and profile:

- Minimum 2-year experience in a similar role.
- Excellent interpersonal and communication skills.
- Digital Savvy, full command on the MS Office programs.
- Good organisation skills, including multi-tasking and respect of deadlines.
- Good attention to details, highly motivated & pro-active.
- Knowledge of Arabic would be a plus.
- Familiarity of the financial markets industry and/or Investor Relations would be a strong plus.

Additional requirements:

- Since this is a temporary job, you need to have your own visa and medical insurance.

What do we offer:

- Monthly salary of AED 3,000/- up to a maximum of AED 5,000/- based on profile and experience.
- Part time position (5 Days a week, 25 weekly hours).
- Option to work remotely if agreed with the employer.
- Fun, supportive and collaborative colleagues.
- Possibility to extend the contract to a full-time basis after the 6-month contract period.

To apply for this position, send your CV and a cover letter explaining why you are the right fit for this role and your motivation to Deborah Vaz (deborah@meira.me). Your application won't be considered if you don't submit it via email.