

Position Specification

Admin Assistant



Location: Riyadh - HQ

Reports to: Marketing Executive Director

Direct Reports:
N/A

Qiddiya will be the Kingdom of Saudi Arabia's pre-eminent entertainment destination.

- Backed by the Saudi Public Investment Fund (PIF), Qiddiya will provide a range of entertainment, sporting and cultural facilities, and will be built 40km from downtown Riyadh. It will cover a total area of 334 km², with Phase 1 expected to be launched in 2022.

Qiddiya is formed of three distinct entities:

Qiddiya Investment Company (QIC): A wholly owned subsidiary of PIF, this holding company is responsible for maintaining and managing all Qiddiya investments and for the overall development and expansion of the Qiddiya brand.

Qiddiya Development Company (QDC): Provides full development and execution services for QIC's investments and portfolio companies.

Qiddiya Operating Company (QOC): Responsible for the ownership and day-to-day operations of all individual portfolio companies

Position Summary

The Admin Assistant provides high-level administrative support to company executives by conducting research, preparing statistical reports, handling information requests and performing clerical functions such as preparing correspondence, receiving visitors, arranging conference calls and scheduling meetings for executives.

Key Responsibilities

Responsibilities include:

- Type reports, memos, letters and other documents using word relevant computer software.
- Answer phone calls and direct calls to appropriate parties or take messages.
- Record, type and distribute meeting minutes.
- Greet visitors and determine whether they should be given access to specific individuals.
- Read and analyze incoming memos, submissions and reports to determine their significance and plan their distribution.
- Perform general admin.
- File and retrieve corporate documents, records and reports.
- Open, sort and distribute incoming correspondence, including faxes and email.
- Make travel arrangements for executives.

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Required Skills & Experience

- Minimum high school diploma with 8 years of experience or a Bachelor's degree with 5 years of experience.
- Communication proficiency.
- Time management.
- Collaboration skills.
- Personal effectiveness/Credibility.
- Flexibility.
- Technical capacity.
- Stress management/Composure.
- Proficiency in English