



# TANTUR ECUMENICAL INSTITUTE

P.O. Box 11381, 91113 Jerusalem, Israel; Tel: 972 2 5422900; Fax: 972 2 6760914

*Jerusalem on the way to Bethlehem*

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**July 2014**

## **Job Posting for Administrative Assistant (Full time)**

The Tantur Ecumenical Institute is seeking a permanent, full-time Administrative Assistant. The Tantur Ecumenical Institute was founded in 1972 as an ecumenical Christian institution for theological study, sabbaticals and continuing education. It is administered by the University of Notre Dame in the United States. Our campus is located on the Jerusalem-Hebron road near Gilo and the entrance to Bethlehem. For more information about the institute, please visit [www.tantur.org](http://www.tantur.org).

### Qualifications:

- Bachelor's Degree in related field with 3 years work experience in office administration
- Proficiency in speaking, reading, and writing English, Arabic, and Hebrew
- Excellent knowledge of Microsoft Office software, Internet use, and other computer literacy
- Working knowledge of standard office equipment
- Extremely well organized and motivated
- Ability to work with people of different backgrounds; friendly personality
- Valid Driver's License preferred but not required

### Responsibilities will include but are not limited to:

- assisting the Rector and Director of Operations in various administrative tasks
- processing applications of program participants
- program preparation, reservation and booking of hotels and other venues
- managing program records
- assisting other administrative staff on an as-needed basis
- assisting with procurement and processing of payments
- assisting guests with various clerical tasks such as document preparation and photocopying
- maintaining a pleasant office atmosphere as guests' first point of contact when visiting
- assist in any other related tasks

Applicants should display a willingness to work in a diverse, faith-based work environment that requires functioning both within an administrative structure and independently as needed. Please send your CV along with a cover letter by email to the Director of Operations at [apohlen@tantur.org](mailto:apohlen@tantur.org) by no later than July 24<sup>th</sup>, 2014.