VACANCY ANNOUNCEMENT AT GMIT

Job Location: Nalaikh district, Ulaanbaatar, Mongolia

Posting Date: 21/04/2025   **Closing Date:** 21/05/2025

Expected starting date: 05/2025   **Salary:** Salary is commensurate with education and experience.

Established in 2013, 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

Responsibilities:
- Provide a wide range of clerical support, including typing, composing, and editing letters,
- memoranda, reports, lecture/course materials, presentations, and case studies.
- Provide translation services for faculty members in both languages.
- Create Faculty News related to research activities and upload it to the GMIT website.
- Coordinate events, including conferences, seminars, and colloquiums.
- Purchase and maintain an inventory of supplies for faculty members.
- Answer and route phone calls, mail, and emails, as well as handle a wide range of information
- dissemination.
- Assist guests visiting the faculty and manage meetings related to professors, lecturers, and
- researchers.
- Record and prepare meeting minutes.
- Archive and file faculty supervisors' documents.

Minimum Qualifications (knowledge, skills and abilities):
- A bachelor's degree in any field.
- Proficiency in Microsoft Office (Word, Excel, PowerPoint) and internet browsers.
- Excellent written and oral communication skills in English.
- Ability to work as part of an international team and contribute to the Faculty's work.
- Strong organizational skills with the ability to prioritize tasks effectively and meet deadlines.

Required documents:
- An application letter
- An up-to-date Resume or Curriculum Vitae
- Copies of relevant diplomas and certificates
- Reference letter

How to apply:
All documents must be submitted in English or Mongolian language in a PDF soft copy to the email address
recruitment@gmit.edu.mn
For any inquiries related to the call, please contact the HR Department via email or at (+976) 7023-2090.

Only shortlisted applicants will be invited for an interview.