

EXTERNAL VACANCY

ADMINISTRATIVE ASSISTANT

JOB PURPOSE:

- The incumbent is required to provide administrative services to support the effective and efficient operations of the department.

WORKING RELATIONSHIPS:

- Reports to the designated Manager/Supervisor.
- Works closely with fellow employees and internal and external stakeholders.

MAJOR DUTIES & RESPONSIBILITIES:

- Plans and co-ordinates the administrative activities of the division/department.
- Provide administrative support to Head of Department such as writing and editing e-mails, drafting memos, and preparing communications.
- Manages and maintains calendar of the Head of Department.
- Organize and schedule appointments and meetings.
- Receive, sort and distribute department mail.
- Maintain supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies.
- Ensures operation of equipment by completing preventive maintenance requirements, calling for repairs, maintaining equipment inventories and evaluating new equipment and techniques.
- Assists in the preparation of timesheets and pay sheets, vouchers, invoices and requisitions; posts entries in journals and ledgers and other routine accounting duties.
- Maintains file register and filing system in keeping with established systems and procedures.
- Proof reading documents as needed.
- Assist Head of Department in Board Meeting Preparation.
- Distribute meeting minutes and materials for meetings.
- Attend meetings and take accurate minutes when needed.
- Collect / compile all reports, etc.
- Exhibits polite and professional communication via phone, e-mail, and mail.
- Develops and maintains an efficient record keeping systems for the division/ department.
- Implements administrative procedures appropriate to the needs of the office as required.
- Assists with the preparation of policies and procedures, reports, presentations and other correspondence.
- Assists in preparing the department's budget in accordance with strategic and operational plans of the Corporation.
- Manages, schedules and maintains calendar of the Head of Department.
- Screens and directs clients and visitors.
- Liaises with internal and external stakeholders, as required.
- Performs any other related duties and responsibilities consistent with the job title/position.

QUALIFICATIONS AND EXPERIENCE:

- Associate Degree in Business Administration, Office Management, or Certificate in Administrative Professional Secretary; or equivalent qualification in a related discipline;
- Two (2) to Five (5) years secretarial experience; or
- Equivalent combination of training and experience.

KNOWLEDGE AND SKILLS:

- Working knowledge of office management systems and procedures.
- Some knowledge of relevant Public Service rules, regulations, instructions and procedures.
- Ability to use the internet for research purposes.
- Ability to compose and prepare documents such as letters, memoranda, minutes and reports.
- Ability to learn assigned tasks of limited complexity and variety readily.
- Ability to make mathematical computations.
- Ability to use a computer and other standard office machines such as photocopiers, scanners and facsimile machines.
- Ability to work as part of a team.
- Ability to establish and maintain effective working relationships with colleagues and the public.
- Ability to use initiative to find solutions for simple work related issues.
- Strong organizational skills and ability to multitask.
- Problem-solving and decision making.
- Proactivity and self-direction.
- Ability to work independently without supervision.
- Ability to manage multiple tasks/projects.
- Ability to be detail oriented.
- Excellent administrative skills.
- Excellent customer service skills.
- Strong organisational, problem solving and time management skills.
- Excellent communication skills, oral, written and interpersonal.
- Proficient in MS Office (Outlook, Word, Excel, PowerPoint).

PHYSICAL REQUIREMENTS:

- Prolonged periods sitting at a desk and working on a computer.