



JOB DESCRIPTION

JOB TITLE: Administrative Assistant

SALARY SCALE. Z23-17

REPORTS TO: Senior Administrative Officer

JOB SUMMARY:

Provides administrative support to ensure efficient operation of the Office by assisting with the daily operations such as filing paperwork, answering phone calls, preparing documents for meetings and providing support to senior managers.

Core Responsibilities

- Answers and directs phone calls, schedules meetings and interfaces with the public.
- Liaise with Senior Administrative Officer to handle requests and queries from senior managers.
- Undertakes administrative duties such as word-processing, filing, scanning and copying.
- Maintains inventory and orders office supplies as instructed by the Senior Administrative Officer.
- Organizes and schedules appointments for senior managers.
- Writes and distributes email, correspondence memos, letters, faxes and forms.
- Maintains contact lists of internal and external clients.
- Assists in the preparation of regularly scheduled reports.
- Develops and maintain a filing system for the Company.
- Updates and maintains office policies and procedures.

- Makes travel arrangements for senior managers.
- Provides general support to visitors to the Company.
- Acts as the point of contact for internal and external clients.

QUALIFICATIONS AND EXPERIENCE

An associate of Business Studies and not less than two years' relevant experience, or

At least four subjects at CSEC General Proficiency level, including English Language and not less than five years' relevant experience.