



VACANT POSITION

ADMINISTRATIVE ASSISTANT

Job Purpose

The Administrative Assistant is responsible for providing administrative and clerical services to ensure effective and efficient operations.

- Please note that an Administrative Assistants may be rotated to carry out different roles within the Authority.

Main Duties & Accountabilities

1. Resolve administrative problems by coordinating preparation of reports, analysing data, and identifying solutions.
2. Maintain basic accounting records.
3. Provide Cash receipting services
4. Maintain Human Resources records
5. Assist in the various areas of tax administration
6. Maintain supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies.
7. Maintain office files.
8. Open and distribute the mail.
9. Research and assist with the preparation of policies and procedures.
10. Receive and file incoming letters, documents.
11. Plan and implement office systems, layouts, and equipment procurement.
12. Draft, type, mail, fax and/or e-mail communications and correspondence.
13. Plan, organise and coordinate appointments for the Department as required.
14. Review and summarize miscellaneous reports and documents; prepare background documents and outgoing mail as necessary.
15. Undertakes any other assignment within the scope of the job as directed.

Qualifications & Experience

- A Degree in Management, Accounting, Economics or related area.
- Knowledge of Internet Explorer and Microsoft Office Suite