



JOB DESCRIPTION

Job Title: ADMINISTRATIVE ASSISTANT

Department: Technical Services

Reporting to: EPO II /Administrative Officer

Location: Tobago Water and General Supplies Building, Carnbee, Tobago

PURPOSE OF THE JOB

The function of the Administrative Assistant is to provide the full range of Administrative and Secretarial support, consistent with the work of the department to which assigned, so that the smooth operation of the department is achieved.

MAIN ACCOUNTABILITIES

- Administrative Support to the EPO II and where required to other areas in the Tobago office.
- Maintain a filing system for all documentation generated at the office.
- Fulfill requests for documentation generated and filed in the office on a timely basis.
- Maintain a filing system of the office's records/files by maintaining records (i.e. internally and externally).
- Interface with members of the Public by receiving and logging requests for appointments and providing guidance/ clarification on the administrative aspects of the department (e.g. where to file an application, fees payable, etc.)
- Initial processing of applications submitted to the EMA by the public (e.g. CEC, WPR 2019, Noise, etc.).
- Providing follow-up support to the officer/s on matters so assigned e.g. liaising, on behalf of the officer, with staff (e.g. collection and processing of leave forms).
- Organization of meetings, including preparation and collation of documentation, confirmation of attendees, reservation of all facilities i.e. room, equipment, stationery, refreshment etc.
- Interface between department to which assigned and other departments of the EMA
- Providing other clerical support that is germane to the functioning of the department as assigned from time to time by the EPO II (e.g. photocopying, faxing and circulation of documents).
- Any other related duties as assigned within the office.

KNOWLEDGE, QUALIFICATIONS AND EXPERIENCE

- Minimum five GCE O' Levels including Mathematics and English
- Secretarial Diploma
- At least five years' experience as an Administrative Assistant in a computerized environment
- Demonstrated ability to use a wide range of computer software, including proficiency in Microsoft Office Suite and its related applications
- Knowledge or training in report writing and record management will be an asset