



JOB DESCRIPTION
CONTRACTUAL POSITION

JOB TITLE: SENIOR SECRETARY

JOB SUMMARY:

To provide advanced professional secretarial duties in a highly responsible manner.

REPORTS TO:

- Chief Executive Officer

SUPERVISION GIVEN TO:

- Business Operations Assistant 1, Support Staff

DUTIES AND RESPONSIBILITIES:

- Interfaces with other Divisions/Units.
- Interfaces with personnel from the Ministry of Housing and other Agencies on matters relating to the Land Settlement Agency.
- Prepares correspondences, reports, minutes of meetings, and other material as required
- Files, stores and retrieves information.
- Maintains calendar of events, schedules appointments and arranges a daily programme.
- Assists internally and/or externally with coordinating of arrangements for public functions.
- Organizes and maintains an efficient inventory system with respect to all office equipment and supplies.
- Circulate letters, reports, information packs, minutes of meetings and other written information as required.

KNOWLEDGE, SKILLS AND ABILITIES

KNOWLEDGE:

- Considerable knowledge of modern office practices and procedures.
- Considerable knowledge of relevant Public Service rules, regulations, instructions and procedures.
- Considerable knowledge of office management principles and techniques.
- Knowledge of relevant financial rules and regulations.

SKILLS AND ABILITIES:

- Proficiency in the use of Microsoft Office Suite.
- Ability to compile, analyse and present data.
- Ability to communicate effectively both orally and in writing.
- Ability to interact effectively with staff, elected officials and constituents.
- Expertise in typing, shorthand and organization skills.
- Sound skills in English Language, communications and human relations.
- Familiarity with fax machines, photocopiers, printers etc.

MINIMUM EXPERIENCE AND TRAINING:

- Must possess a minimum of 5 CXC/GCE O'Levels, including English Language.
- A recognized Certificate/Diploma in Administrative Professional Secretaryship;
- Minimum of three (3) years' experience in a similar position;
- Equivalent combination of education and experience;