



PLANNING DEPARTMENT, OFFICE OF CHIEF SECRETARY

JOB DESCRIPTION

CONTRACTUAL POSITION (SHORT TERM)

JOB TITLE:	BUSINESS OPERATIONS ASSISTANT I
JOB SUMMARY:	
<p>The incumbent is required to perform a variety of clerical/secretarial and administrative support duties of limited complexity. Work involves assisting in the planning and management of meetings; opening, sorting and routing of mail; maintaining records and files; performing routine accounting duties and generating a wide variety of documents utilizing appropriate software. Depending on assignment, the incumbent may be required to perform some or the full range of the duties of this position.</p>	
REPORTS TO:	Designated Officer
SUPERVISION GIVEN TO:	N/A
DUTIES AND RESPONSIBILITIES:	
<ul style="list-style-type: none"> • Assists in the planning and management of meetings, workshops and conferences: <ul style="list-style-type: none"> - prepare agendas - issues meeting invitations - takes meeting notes - distributes minutes to participants and - undertakes relevant follow-up action, as directed • Assists in the coordination of travel arrangements by preparing costing, obtaining quotes from travel agencies and performing other related tasks. • Maintains file register and filing system in keeping with established systems and procedures. • Receives, records, sort and route incoming and outgoing correspondence and other documents. • Composes and issues routine correspondence; also prepares drafts of more complex correspondence and reports of meetings, conferences etc. as directed. • Orders, issues and maintains inventory of supplies and equipment. • Assists in the preparation of timesheets and pay sheets vouchers, invoices and requisition; posts entries in journals and ledgers and other routines accounting duties. • Files memoranda, letters, reports and other documents. 	

- Generates a wide variety of documents such as letters, memoranda, minutes, reports and spread sheets utilizing appropriate software.
- Operates standard office equipment such as photocopiers, scanners, facsimile machines and binders.
- Attends to queries and ascertains the business of callers and visitors and guides them accordingly.
- Undertakes basic information gathering, as directed, and compiles data for entry; enters and /or verifies data.
- Performs other related duties as may be assigned.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge:

- Knowledge of modern office practices and procedures.
- Some knowledge of relevant Public Service rules, regulations, instructions and procedures.

Skills and Abilities:

- Proficiency in the use of Microsoft Office Suite.
- Skill in the use of personal computers.
- Ability to use e-Government technology platforms.
- Ability to use the internet for research purposes.
- Ability to compose and prepare standard documents such as letters, memoranda, minutes and reports.
- Ability to learn assigned tasks of limited complexity and variety readily.
- Ability to make arithmetical computations.
- Ability to communicate effectively both orally and in writing.
- Ability to work as part of a team.
- Ability to establish and maintain effective working relationships with fellow employees and members of the public.
- Ability to use initiative and to find solutions for work related issues.
- Ability to use a computer and other standard office machines such as photocopiers, scanners and facsimile machines.

Minimum experience and training:

- Five (5) CXC/GCE O Level passes including English Language and Mathematics

APPLICATION INSTRUCTIONS:

Please **email** your application letter along with a detailed Curriculum Vitae and the names and contacts of two (2) references, to:

**Manager, Human Resource
Human Resource Management Unit**

Office of the Chief Secretary, Tobago House of Assembly

ocs.recruitment@tha.gov.tt

Closing date for the receipt of all applications-

01st March, 2021