



JOB DESCRIPTION FORM

ID Code: **Doc.41**

Title: Office Administration

Department: Administration

JOB SUMMARY:

Office Administration are involved with the coordination and implementation of office procedures and frequently have responsibility for specific projects and tasks and, in some cases, supervise the work of junior staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Include the following but are not limited to the job specifications contained herein. Additional duties or job functions that can be performed may be required as deemed necessary by supervisory personnel.

- word processing;
- audio and copy typing;
- letter writing;
- dealing with telephone and email enquiries;
- creating and maintaining filing systems;
- scheduling and attending meetings, creating agendas and taking minutes - shorthand may be required;
- keeping diaries and arranging appointments;
- organizing travel for staff.
- using a variety of software packages, such as Microsoft Word, Outlook, PowerPoint, Excel, Access, etc., to produce correspondence and documents and to maintain presentations, records, spreadsheets and databases.
- devising and maintaining office systems;
- booking rooms and conference facilities;
- using content management systems to maintain and update websites and internal databases;
- managing and maintaining invoicing;
- liaising with staff in other departments and with external contacts;
- ordering and maintaining stationery and equipment.
- sorting and distributing incoming post and organizing and sending outgoing post;
- arranging travel and accommodation for staff or customers and other external contacts.
- liaising with colleagues and external contacts to book travel and accommodation;
- organizing and storing paperwork, documents and computer-based information;



- photocopying and printing various documents, sometimes on behalf of other colleagues;
- manipulating statistical data;
- Prepares and expedites purchase orders and direct payments, etc.
- Maintains attendance reports, leave records, trip records and logs
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- Prepares and expedites purchase orders and direct payments, etc.
- Maintains attendance reports, leave records, trip records and logs
- Prepares reports
- Maintains and processes forms
- Orders, distributes, and keeps an inventory of supplies
- Performs other duties assigned.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE: Bachelor of Science in management; or one to three years related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS:

Reading and writing English Language Skill is a must.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY: Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.