



GOVERNMENT VACANCY

JOB TITLE: ADMINISTRATIVE ASSISTANT
MINISTRY: NATIONAL LAND SECRETARIAT
DEPARTMENT: CROWN LAND UNIT
LOCATION: GRAND TURK

JOB SUMMARY:

This is an administrative position, which has responsibility for the smooth operation of administrative functions in the office and for dealing with information that is sensitive and/or confidential.

KEY DUTIES AND RESPONSIBILITIES:

1. Verify and submit purchase orders, vouchers and invoices for approval
2. Accurate processing of Smart stream entries (POs, invoices, requisitions, etc.)
3. Schedule appointments/arrange meetings
4. Answer and direct telephone calls/enquiries to the appropriate personnel
5. Meet and greet internal and external customers
6. Disseminate information. This includes:
 - a. Prepare basic correspondence
 - b. Type confidential correspondence
 - c. Scan, e-mail, fax, photocopy documents
 - d. Receive and dispatch mail
7. Maintain a comprehensive filing system
8. Maintain registers and record systems
9. Make flight, hotel and rental bookings for personnel as required
10. Record, stamp and seal official documents
11. Prepare and sort source documents to identify and interpret data to be entered; where data is missing checks with source documents or relevant personnel to resolve questions and inconsistencies.
12. Compare data entered with source documents and verify accuracy of data to be entered.
13. Process data as required.
14. Generate reports from data as requested.
15. Adhere to all Public Service codes, rules and regulations
16. Perform any other related tasks that may be assigned.





HUMAN RESOURCE MANAGEMENT DIRECTORATE

Church Folly, Grand Turk, Turks & Caicos Islands. Ph: 649-946-2801, Fax: 649-946-1582

QUALIFICATIONS AND EXPERIENCE:

- Three or more GCE or CXC passes including English and Mathematics, or equivalent experience.
- A certificate/diploma in secretarial studies/related field is desirable.
- The position requires a minimum of one (1) year experience in the administrative field to acquire the necessary competencies to respond effectively to the challenges of the job.

SALARY:

GRADE 4 - \$32,550.00 per annum

APPLICATION PROCEDURE:

Resumes with current contact information must be accompanied by a Cover Letter and two letters of reference (one preferably from a former employer) as well as copies of educational certificates and a copy of the Passport photo page, National Turks & Caicos Islander Status Card (where applicable). Shortlisted candidates must submit a Police Certificate.

**Current serving officers must apply through their Head of Department.
Applications without supporting documents will not be processed.**

BELONGERS NEED ONLY APPLY

We thank all applicants for their interest, however, only persons selected for an interview will be contacted.

