



HUMAN RESOURCE MANAGEMENT DIRECTORATE

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

GOVERNMENT VACANCY

JOB TITLE: Administrative Assistant

MINISTRY: Office of the Governor

DEPARTMENT: Office of the Governor

LOCATION: Providenciales

JOB SUMMARY:

This is an administrative support position, which has responsibility for secretarial and administrative support functions in the office.

KEY DUTIES AND RESPONSIBILITIES:

- Verifies and submit purchase orders, vouchers and invoices for approval
- Schedules appointments/arrange meetings
- Answers and directs telephone calls/enquiries to the appropriate personnel
- Meets and greets internal and external customers
- Disseminates information. This includes:
 - Prepares basic correspondence
 - Types confidential correspondence
 - Scans, e-mails, faxes, photocopies documents
 - Receives and dispatches mail
 - Maintains a comprehensive filing system
 - Maintains registers and record systems
- Makes flight, hotel and rental bookings for personnel as required
- Records, stamps and seals official documents
- Prepares and sorts 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.
- Compares data entered with source documents and verify accuracy of data to be entered.
- Processes data as required.
- Generates reports from data as requested.
- Adhere to all Public Service codes, rules and regulations
- Perform any other related tasks that may be assigned.

QUALIFICATIONS AND EXPERIENCE:





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- Three (3) 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's experience in the administrative field to acquire the necessary competencies to respond effectively to the challenges of the job.

REMUNERATION PACKAGE:

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. Shortlisted candidates must submit a Police Certificate/Record.

Current serving officers must apply through their Head of Department.

Applications without all supporting documents will not be processed.

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

