



# 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 Deputy Governor

**DEPARTMENT:** Human Resource Management Directorate

**LOCATION:** Grand Turk

### **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.**

