

Ref #: A012



Government of Trinidad and Tobago

JOB DESCRIPTION CONTRACTUAL POSITION

JOB TITLE: BUSINESS OPERATIONS ASSISTANT I

JOB SUMMARY:

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 utilising appropriate software. Depending on assignment, the incumbent may be required to perform some or the full range of the duties of this position.

REPORTS TO:

Business Operations Assistant II or designated officer

SUPERVISION GIVEN TO:

N/A

DUTIES AND RESPONSIBILITIES:

- Assists in the planning and management of meetings, workshops and conferences :
 - prepares 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, sorts and routes 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 requisitions; posts entries in journals and ledgers and other routine 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.
- Attends to queries and ascertains the business of callers and visitors and guides them accordingly.
- Operates standard office equipment such as photocopiers, scanners, facsimile machines and binders.
- Assists in the preparation of budgetary and expenditure statement by collecting and inputting relevant data as directed.
- Undertakes basic information gathering, as directed, and compiles data for entry; enters and/ or verifies data.
- Performs other related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:	
KNOWLEDGE:	<ul style="list-style-type: none"> ▪ Knowledge of modern office practices and procedures. ▪ Some knowledge of relevant Public Service rules, regulations, instructions and procedures.
SKILLS AND ABILITIES:	<ul style="list-style-type: none"> ▪ 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 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 use a computer and other standard office machines such as photocopiers, scanners and facsimile machines. ▪ 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 colleagues and the public. ▪ Ability to use initiative to find solutions for simple work related issues.
MINIMUM EXPERIENCE AND TRAINING:	
<ul style="list-style-type: none"> ▪ Five (5) CXC/GCE O Level passes including English Language and Mathematics. 	