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| **Ref #: A012** |   |
| http://4.bp.blogspot.com/-9id1conkx_k/TlAA2rdsPVI/AAAAAAAAAGM/qYekwzdsBgY/s1600/Coattrinidadtobago.jpgGovernment of Trinidad and Tobago**JOB DESCRIPTIONCONTRACTUAL 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.
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| **KNOWLEDGE, SKILLS AND ABILITIES:**  |
| **KNOWLEDGE:** | * Knowledge of modern office practices and procedures.
* Some knowledge of relevant Public Service rules, regulations, instructions and procedures.
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| **SKILLS AND ABILITIES:** | * 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.
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| **MINIMUM EXPERIENCE AND TRAINING:** |
| * Five (5) CXC/GCE O Level passes including English Language and Mathematics.
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