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