



## **THE NCRA INVITES APPLICATIONS FOR THE POSITION OF ADMINISTRATIVE ASSISTANT**

### **Job Summary**

Under the general direction of the Team Leader of the Regional Office, the Administrative Assistant facilitates the attainment of the goals and objectives of the organisation by providing effective and efficient administrative, secretarial and customer service support to the regional office. The incumbent is required to provide efficient and effective administrative support services to the Team Leader of the regional office to ensure that the administrative practices and procedures used are consistent with the NCRA's policies and procedures

### **Core Functions**

- Arranges appointments for the Team Leader of the office and advises accordingly
- Records all incoming correspondence and dispatches and processes accordingly
- Liaises with the Finance & Accounts Branch regarding the processing of payments
- Sets up and coordinates meetings as scheduled or directed
- Meets and processes visitors to the Office
- Prepares and dispatches correspondences and required documentation generated in the area
- Procures stationery and other office supplies
- Provides secretarial and administrative support for meetings, inclusive of scheduling and taking minutes and in consultation with the Team Leader, preparation of the agenda.
- Drafts responses to incoming mail and proofreads all outgoing responses for accuracy
- Generates and follows up with service requests
- Collects and processes all monthly reports for the regional office
- Monitors and controls items of stock held by the department
- Researches and provides information to the Team Leader for the preparation of critical reports
- Co-ordinates and provides administrative services for the internal functioning of the office
- Maintains a proper filing and recording system (both electronic and manual) to allow for easy retrieval of data when required
- Prepares the necessary forms and reports for the regional office
- Assists with the preparation of the annual budget of the Branch
- Acts as secretary to select committees

### **Knowledge, Skills and Abilities required:**

- Good Interpersonal skills
- Excellent oral and written communication skills
- Ability to work on own initiative
- Impeccable integrity
- Ability to work well under pressure
- Ability to plan and organize
- Ability to work in teams and exhibit cooperation

- Demonstrate the ability to reason
- High level of confidentiality
- Excellent knowledge of minute taking and document preparation (e.g. letters, reports, memos)
- Excellent computer skills, particularly in the use of Microsoft Office suite
- Excellent knowledge of database management, filing and record keeping
- Working knowledge of office equipment maintenance and service
- Ability to multi-task and to meet tight deadlines
- Ability to be part of a team

### **Minimum Qualification and Experience**

- Diploma in Business Administration or equivalent or
- Certified Professional Secretary (CPS) designation
- Advanced Computer literacy in Microsoft Office suite
- Two years' experience as an Administrative Assistant or Senior Secretary in a technical Institution
- Continuous Professional Development

Applications must be submitted no later than **09 October 2024 at 4:00 p.m.** by email to:

[humanresource@ncra.org.jm](mailto:humanresource@ncra.org.jm)

The subject line must state the Job position you are applying for.

**Please note that while we appreciate all applications, only shortlisted applicants will be contacted.**