

Administrative Assistant - Masaka

PURPOSE OF THE POSITION

The Administrative Assistant is responsible for providing administrative and Secretarial services to the Regional Project office to ensure effective and efficient operations.

RESPONSIBILITIES

1. To enable clients and other contacts to communicate with staff with maximum efficiency and professionalism including but not limited to;

- Ensuring that reception services are provided in such a fashion that visitors are provided with a warm welcome and that their needs are swiftly met.
- Ensuring that the reception area is clean, tidy and attractively arranged at all times.
- Ensuring that all incoming communication (telephone, mail, email etc) are responded to professionally, and reliably passed on to the appropriate person/ officer.
- Keeping a log of incoming contacts and checking that they have all been dealt with while highlighting any lapses.

2. To ensure that staff are provided with swift and professional administrative support including but not limited to;

- Ensuring that a high standard of secretarial service is provided to all staff.
- Ensuring that other administrative services are provided in a timely and reliable fashions e.g. travel arrangements, conference venues bookings, meeting arrangements.
- Ensuring that all office equipment e.g. photocopier, is in good working order at all times.
- Managing the stationary store to ensure that essential supplies are always available.
- Maintaining and assuring security of office assets, updating the assets register.

3. To ensure that the physical work environment of the office is clean, safe, secure and attractive at all times including but not limited;

- Supervising the cleaners to ensure a good standard of cleanness and hygiene.
- Liaising with security guards to ensure that the office facility is properly guarded at all times, making spot checks, giving feedback as appropriate and reporting any problems.
- Taking personal initiative to spot any safety or security hazards and ensuring that corrective action is taken.

4. Provide administrative support to ensure that operations are maintained in an effective, up to date and accurate manner but not limited to;

- Type correspondence, reports and other documents
- Maintain office files
- Open and distribute the mail
- Take minutes at meetings
- Distribute minutes

5. Provide support to management to ensure that management is provided with the resources to make effective decisions

- Maintain records of decisions
- Prepare correspondence for management.
- Prepare documents and reports.
- Schedule management meetings
- Prepare agenda for management meeting
- Record minutes and submit minutes for approval

KNOWLEDGE, SKILLS AND ABILITIES

The incumbent must have proficient knowledge in the following areas:

- Knowledge of office administration and bookkeeping procedures
- Ability to maintain a high level of accuracy confidentiality concerning financial and employee files.

Skills

The incumbent must demonstrate the following skills:

- Excellent interpersonal skills
- Team building skills
- Analytical and problem solving skills
- Decision making skills
- Effective verbal and listening communications skills
- Attention to detail and high level of accuracy
- Very effective organizational skills
- Effective written communications skills
- Computer skills including the ability to operate spreadsheet and Word processing programs
- Stress management skills
- Time management skills

Academic Qualifications and Experience

- A University degree in secretarial services or administration or office management with at least 3 years hand on experience.
- Diploma in Secretarial Studies with over 5 years hands on experience in a busy environment.

Extensive knowledge of computer software applications, such as desktop publishing, Microsoft office, project management, spreadsheets, and database management.