

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:

<b>KNOWLEDGE:</b>	<ul style="list-style-type: none"> <li>▪ Knowledge of modern office practices and procedures.</li> <li>▪ Some knowledge of relevant Public Service rules, regulations, instructions and procedures.</li> </ul>
<b>SKILLS AND ABILITIES:</b>	<ul style="list-style-type: none"> <li>▪ Proficiency in the use of Microsoft Office Suite.</li> <li>▪ Skill in the use of personal computers.</li> <li>▪ Ability to use e-Government technology platforms.</li> <li>▪ Ability to use the internet for research purposes.</li> <li>▪ Ability to compose and prepare documents such as letters, memoranda, minutes and reports.</li> <li>▪ Ability to learn assigned tasks of limited complexity and variety readily.</li> <li>▪ Ability to make arithmetical computations.</li> <li>▪ Ability to use a computer and other standard office machines such as photocopiers, scanners and facsimile machines.</li> <li>▪ Ability to communicate effectively, both orally and in writing.</li> <li>▪ Ability to work as part of a team.</li> <li>▪ Ability to establish and maintain effective working relationships with colleagues and the public.</li> <li>▪ Ability to use initiative to find solutions for simple work related issues.</li> </ul>
<b>MINIMUM EXPERIENCE AND TRAINING:</b>	
<ul style="list-style-type: none"> <li>▪ Five (5) CXC/GCE O Level passes including English Language and Mathematics.</li> </ul>	