

Ref #: A012

ICT



Government of Trinidad and Tobago

JOB DESCRIPTION CONTRACTUAL POSITION

JOB TITLE: BUSINESS OPERATIONS ASSISTANT I (ICT Unit)

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 utilizing 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:

ICT Manager 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
- Maintains an online 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 invoices and requisitions;
- Following up with suppliers on outstanding issues or queries;
- Preparation of documents for the dispatch and receipt of ICT equipment loaned;
- Ensure equipment on loan is returned on time and in good condition;
- 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.