



UNIVERSITY of the SOUTHERN CARIBBEAN
Royal Road, Maracas, St. Joseph

CAREER OPPORTUNITY

Applications are invited from suitably qualified individuals *for* the following position:

ADMINISTRATIVE ASSISTANT
OFFICE OF THE PRESIDENT

JOB SUMMARY

The **Administrative Assistant's** duties and responsibilities include providing administrative support to ensure efficient operation of the office. He/she supports the Executive Assistant and handles the daily office needs. He/she is responsible for confidential and time sensitive material and must be familiar with a variety of concepts, practices, and procedures within the field. The individual must be able to communicate effectively via phone and email, ensuring that all duties are completed accurately and delivered with high quality and in a timely manner. This is a full-time position and the position holder will be required to work outside of the regular work week days and times occasionally. He or she reports to the Executive Assistant.

SCOPE

Skills in: organization, communication, attention to detail, time management, customer service.

DUTIES AND RESPONSIBILITIES

- Maintains a pleasant and welcoming atmosphere in the workspace.
- Prepares documents specific to the assigned work area.
- Schedules appointments for meetings.
- Sets up and coordinates meetings and conference arrangements.
- Assists with data gathering for research in relation to department projects.
- Processes correspondence.
- Manages both electronic and telephonic communications; redirects telephone calls as necessary.
- Maintains an efficient filing system.
- Monitors office inventory.

- Orders office supplies.
- Performs any other related duties as may be assigned or may be specific to the particular office.

QUALIFICATION AND EXPERIENCE

To perform this job successfully, the position holder must be able to perform each essential duty satisfactorily. The position requires:

- Bachelor's degree in Business Administration or related field from an accredited institution.
- Certification in the area of Office Technology would be an asset.
- At least three to five years' relevant experience.
- Competency in MS applications including Word, Excel, Publisher, Power Point, Outlook and other relevant applications.
- Experience that demonstrates success in managing multiple priorities within a high level, fast-paced environment.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Requires knowledge of rules of grammar and practices of document preparation.
- Basic knowledge of data management would be an asset.
- Excellent customer service skills both internally and externally.
- Excellent oral and written skills, excellent time management and multi-tasking skills, problem-solving and communication skills.
- Excellent administrative and report writing skills.
- Ability to communicate effectively and work along with Vice Presidents, Directors, Deans and Heads of Departments as necessary.
- Ability to operate office machines and other equipment.
- Ability to meet expected deadlines and schedules.

OTHER REQUIREMENTS

- Critical thinking.
- Attention to details.
- Personable, discreet, highly organized and motivated, and customer-service oriented.
- Flexibility.
- Must be a team player.
- Confidentiality, integrity, dependability, and conscientiousness.
- Appropriate and professional appearance and demeanour.
- Committed to high moral, spiritual and ethical standards of the University.

Applications should include a Cover Letter, a detailed Curriculum Vitae, two (2) written recommendations, including one from current employer, photocopies of relevant academic qualifications and contact number/s should be forwarded to:

**THE DEPARTMENT OF HUMAN RESOURCES
UNIVERSITY of the SOUTHERN CARIBBEAN
P. O. BOX 175
PORT-OF-SPAIN
TRINIDAD & TOBAGO**

Or email us at: hr-recruitment@usc.edu.tt

Applications should be received no later than August 15, 2024.

The University wishes to thank all applicants for their interest. However, only short-listed applicants will be contacted.