

TIMOR GAP, E.P.	ASSISTANTS
	JOB DESCRIPTION
Position	: Administrative Assistant
Job Category	: P1 (Professional 1)
Location and Department	: Dili
Reporting Relationships	: Refer to Organization Chart of TIMOR GAP
Position line reports to	: Director of Corporate Service and Admin Manager
Position line reporting to it	: Refer to Organization Chart of TIMOR GAP

1. ROLE SUMMARY

The role is responsible to provide office services by implementing administrative systems, procedures, and policies, and monitoring administrative activities. The Administrative Assistant will work directly with Director of Corporate Service in providing administrative and clerical services in order to ensure effective and efficient operations of the work within Corporate Service Unit.

2. KEY OBJECTIVES

- 2.1. Assist the Director of Corporate Service and other Directors (when required) with day-to-day administrative and clerical functions;
- 2.2. Ensure the documents management systems are properly and systematically managed;
- 2.3. Assist the Director of Corporate Services in achieving the goals of the Unit and the Organisation.

3. PRINCIPAL RESPONSIBILITIES

- 3.1. Provide administrative support to ensure the office operations are maintained in an effective, up-to-date and accurate manner;
- 3.2. Maintain and ensure the efficient flow of documentation the office of Corporate Service by collecting, scanning, printing, photocopying, faxing and distributing mails;
- 3.3. Purchase, prepare and coordinate catering for office functions when required;
- 3.4. Co-ordinate events and functions when required by the Director of Corporate Service or other Directors;
- 3.5. Undertake Receptionist duties when required, e.g. handling incoming telephone calls, transfer the incoming calls to relevant staff members and greeting and handling visitors;
- 3.6. Maintain supplies inventory by checking stock to determine inventory level, anticipating needed supplies, placing and expediting orders for supplies, verifying receipts of supplies;
- 3.7. Undertake basic office duties including typing letters, memorandums, binding reports, meeting preparation and archiving as required;
- 3.8. Register incoming and outgoing correspondence using Lotus Notes correspondence register or any other electronic register;
- 3.9. Collect and distribute incoming and outgoing mail and general mail as required;
- 3.10. Assist the Director of Corporate Service to maintain, administer, register and manage document management system in the Corporate Service Unite to ensure the documents are recorded properly and systematically;
- 3.11. Ensure operation of equipment by completing preventive maintenance requirements, calling for repairs, maintaining equipment inventories, evaluating new equipment and techniques;
- 3.12. Draft and type correspondence, compile statistical reports and undertake special projects for the Director of Corporate Service as required;

- 3.13. Coordinate and organise internal and external meetings within the Corporate Service Unit include write and prepare the Meeting Minutes and ensure that it is properly recorded and filed;
- 3.14. Maintain, administer and register document management system electronically and hard copies.
- 3.15. Provide and update business cards for staff;
- 3.16. Manage Lotus Notes Calendar and Diaries for the Director of Corporate Service as required;
- 3.17. Assist to improve the administrative and clerical functions of the organization in order to increase efficiency and ensure that all Administrative Team Works are properly managed and recorded on the Department Network Folder;
- 3.18. Confirm and coordinate daily back up of the support staff such as Cleaner and Drivers;
- 3.19. Supervise Cleaner and Tea Lady and ensure kitchen and the whole office is well cleaned and tidy at all time (every 3 hours check);
- 3.20. Complete all duties in a timely manner with regular reporting and expediting work results;
- 3.21. Be familiar with the functions of Administrative Officer and Receptionist to enable Administrative Assistant to complete / assume their duties in their absence. Ensure that a handover note is provided to the Receptionist during the absence of Administrative Assistant;
- 3.22. Issue parking passes and other access passes as required;
- 3.23. Any other duties related as required by the Director of Corporate Service or Senior Management.

2. QUALIFICATIONS, SKILLS, EXPERIENCE AND PERSONAL ATTRIBUTES

2.1. Essential

- 4.1.1 At least three years of experience in administration and office management;

- 4.1.2 A minimum high school graduate , preferably with a diploma certificate from a recognised college or university;
- 4.1.3 A high degree of self-motivation, ability to priorities work, use initiative and set targets;
- 4.1.4 High degree of computer literacy;
- 4.1.5 Experience in using Computerised Filling Management System;
- 4.1.6 Ability to demonstrate a high level of confidentiality and business ethics;
- 4.1.7 Ability to communicate fluently in English (written and verbal);

2.2. Desirable

4.2.1 Extensive practical use of computerized systems incorporating:

- Keyboard skills of 80 wpm.
- Comprehensive knowledge of:
 - ✓ Microsoft Office or equivalent and
 - ✓ Lotus Notes R5 or equivalent.
 - ✓ Internet