

GUYANA CIVIL AVIATION AUTHORITY

JOB DESCRIPTION

JOB TITLE: SECRETARY/ADMINISTRATIVE ASSISTANT

DIRECTORATE: *(As assigned)*

DEPARTMENT: *(As assigned)*

REPORTS TO: *(As assigned by HR)*

JOB SPECIFICATION

ROLE

Responsible for performing the clerical and administrative functions associated with, or required by, the officer of the Authority to whom he or she has been assigned. The Secretary also functions as the interface between the office and the persons that interact with the office, facilitating effective communication, scheduling appointments, arranging meetings, maintaining accurate and comprehensive records, liaising with Human Resources regarding business travel, and generally supporting the office holder, while at all times maintaining a professional image.

QUALIFICATIONS & EXPERIENCE

- Diploma in Public Administration, Principles of Business, Office Administration, Management Studies, or similar from a recognized institution; **OR**
- Certificate in Secretarial Science along with five (5) or more CXC subjects, including English and Mathematics.

AND

- Three (3) or more years' experience working in an administrative capacity in an office environment.

SPECIFIC KNOWLEDGE REQUIRED

- Sound knowledge of office procedures and filing systems.
- Working knowledge of Government and international protocol for meetings and communication.
- General knowledge of the logistics of business travel.

SPECIALISED SKILLS/ATTRIBUTES

- Proficient in the use of the MS Office suite.
- Ability to communicate effectively both orally and in writing.
- A disciplined, systematic and methodical approach to carrying out each task.
- Ability to work on own initiative with minimal supervision.
- Excellent time management skills
- Good human relations skills

WORKING HOURS

- Monday to Thursday 8:00 a.m. – 4:30 p.m.
- Friday 8:00 a.m. – 3:30 pm