



# Ministry of Rural Development and Local Government

## 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 costings, 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 paysheets, 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 spreadsheets 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.