

JOB DESCRIPTION

JOB TITLE	Administrative Assistant
DEPARTMENT	Procurement
REPORTING TO	Chief Procurement Officer

Summary:

The Administrative Assistant provides support to the Chief Procurement Officer (CPO) and the Department by performing a range of administrative and routine office functions that would ensure the efficiency and effectiveness of the operations and assist in achieving the strategic goals of the department and the Corporation.

Education, Knowledge and Experience

- Associate Degree in Business Administration or related discipline from an accredited academic institution
- Associate Professional Secretary Certificate will be an asset
- Procurement Certification – CIPS or SPSM will be an asset
- Basic knowledge of State Financial Regulations
- Proficiency in the use of Microsoft Office Tools and
- Proficiency in the use of routine office equipment
- Two (2) years' experience performing similar job functions in a large, diverse organization

OR

Equivalent combination of Qualification, Training and Experience

Key Duties & Responsibilities:

General

- Coordinates and manages superior's calendar by arranging appointments and engagements as necessary
- Coordinates the planning and management of meetings
- Records, compiles and distributes minutes of meetings as necessary
- Undertakes follow-up activities regarding the Department's work programme and decisions taken at meetings and submits progress reports to superior
- Receives, reviews, sorts and processes departments' incoming mail in accordance with corporate policy as directed
- Undertakes research, conducts analysis and compiles data as directed
- Generates and/or modify a wide variety of documents such as letters, memoranda, minutes, reports, drafts, presentations, spreadsheets and emails, as required

- Makes necessary enquiries and organizes travel arrangements for managers and/or supervisors as necessary
- Performs general clerical duties including photocopying, faxing, binding, distributing mail internally as required
- Monitors housekeeping, submits reports of any deficiencies to the relevant Department and undertake follow-up
- Takes action as necessary to obtain information such as company profiles, confirmation of receipt of RFPs, confirmation of site visit attendance etc.
- Receives and screens incoming calls and visitors, determining priority matters and notifying superior accordingly.

Procurement

- Maintains and updates relevant departmental database on all Purchase Requisitions (PR)
- Tracks the assignment and status of all PRs and updates PR Report as required
- Collates information and prepares the weekly Procurement Report in accordance with the approved format and timeframes
- Conducts follows- up with other Departments for necessary approvals to expedite the procurement process
- Issues Addenda and Requests for Proposals (RFPs) as directed

Document Management

- Creates and maintains Tenders Files for all Projects in keeping with guidelines of the Records Department
- Maintains files for Tenders Openings and Tenders Collections as guided by the CPO and/or any other authorized personnel of the Procurement Department
- Maintain up to date records of all Tender Committee decisions and ensures that these are accurately filed for ease of retrieval
- Responsible for the maintenance of the Records Management function of the Department - manual and soft copy - in accordance with approved policies and procedures

Human Resources Responsibility

- Maintains records relevant to employee benefits, expense reports and/or other human resource functions

Inventory Management

- Routinely checks office machinery e.g. clear paper jams from copier; order toner, ink and other supplies; reports any issues to the relevant Department and conducts follow-up, as required
- Maintains inventory of office supplies and maintain appropriate records in accordance with approved guidelines
- Performs any other duties related to the job function as may be assigned

Dimensions and Scope of Role

- Operates within the Policies and Procedures of the Corporation
- Operate within Scope and limits of authority
- Performs work of a highly confidential nature

Key Behavioral Competencies

Customer Focus: Has a strong understanding of the 'gold' standards service requirements and the significance to the success of the business; demonstrates a willingness to respond promptly to internal and external needs.

Personal Attributes: Uses initiative and demonstrates a positive work attitude, self-confidence and high level of energy; Is well motivated to perform with minimum supervision; Accepts change positively, and adjusts to the demands of the job; Reports to work punctually and regularly; Displays honesty, high level of confidentiality and credibility in work situations.

Team Player: Performs role assigned in the interest of the team's success as against individual concerns; Conveys appreciation to other team members and allows others freedom to contribute in group projects.

Communication: Communicates in a logical and organized manner; communicates well with all levels within the organization

Business Awareness: Understands the wider business environment in the context of delivering short-term value; Ability to deliver results which add value to the department and to the Corporation.

Problem Solving: Is able to analyze data, and suggest solutions to problems to allow for efficiency and quality improvements within the work unit

Key Performance Indicators

- Documented procedures to reflect Best Practice in Procurement
- '0' complaints from internal or external customers
- Documented procedures to reflect Best Practice in Procurement
- Procurement Projects maximum cycle-time: small – 3 mth; medium – 6 mths; large – 9 mths
- Documented Systems implemented to ensure accountability and transparency
- 100% accuracy and timeframes on assignments
- Records management system - 100% as required by procedures