

## JOB DESCRIPTION

<b>JOB TITLE:</b>	Administrator to the Corporate Secretary
<b>DEPARTMENT:</b>	Corporate Secretary's Department
<b>REPORTING TO:</b>	Corporate Secretary

### Summary:

The Administrator performs a dual role of office management as well as administrative support to the Office of the Corporate Secretary to ensure the efficiency and effectiveness of the Secretariat's operations.

The incumbent will also assist in ensuring that the human resource initiatives and records management functions of the corporation are performed efficiently.

### Education, Knowledge and Experience

- Degree in Business Administration or related discipline from an accredited academic institution
  - Proficiency in the use of Microsoft Office Tools and software relevant to job functions
  - Proficiency in the use of routine office equipment
  - Five (5) years' experience performing similar job functions in a corporate legal environment,
- OR
- **Equivalent** combination of Qualifications, Training and Experience

### Key Functions and Responsibilities

#### Development of Human Capital

- Performs functions as outlined in the various HR processes as necessary
- Ensures the maintenance of records relevant to employee benefits, reports and/or other human resource functions specific to the department

#### Administrative

- Coordinates and manages calendars by arranging appointments and engagements, as necessary

- Provides logistical support in effective and efficient planning and execution of official meetings
- Liaises with key internal and external stakeholders as directed by the Corporate Secretary
- Provides critical support to the Corporate Secretary by managing communication i.e. email and hard copy documents
- Ensures all Committee Meeting papers and related documents are collated, bound and dispatched to Directors, as directed
- Generates and/or modifies documents including correspondence, reports, drafts, memos, presentations, spreadsheets and emails, as needed
- Coordinates all travel, transport and accommodation arrangements as required for the Board of Directors and the Office of the Corporate Secretary.
- Receives and screens incoming calls and visitors. determining priority matters and notifying superior accordingly
- Facilitates official requests for information and data once these are compliant with Department's operating procedures.
- Drafts responses to correspondence of a confidential or routine nature including e-mails as directed by the Corporate Secretary
- Records, transcribes and circulates minutes of meetings as guided by the Corporate Secretary
- Maintains department's stock levels in accordance with approved guidelines
- Monitors and ensures that Department's office equipment is routinely serviced; undertaking follow-up as necessary
- Responsible for the prudent management of Petty Cash
- Any other related duties as may be assigned

### **Records Management**

- Reviews, sorts and processes Departments' incoming mail in accordance with corporate policy.
- Ensures timely dispatch of letters and notices to customers and shareholders as directed by the Corporate Secretary.
- Ensures that electronic and hard copy filing systems are developed and maintained in accordance with the approved records management system.
- Implements the approved records management system and ensures its maintenance within the Department.
- Ensures the security and confidentiality of data in the Department.

### **Health and Safety Monitoring**

- Monitors the office environment to identify any potential health and safety issues or hazards.
- Notifies the relevant department of conditions observed, and monitors to ensure resolution. Escalates to superior if this becomes necessary.

### **Project Management**

- Liaises with relevant department in the planning and coordinating of special events/projects as directed by the Corporate Secretary.
- Researches, compiles and analyzes data for specific projects and prepares routine reports as directed.
- Performs any other related duties as directed.

### **Dimensions and Scope of Role**

- Operates within the Policies and Procedures of the Corporation
- Operates within Scope and limits of authority
- Operates with a high level of confidentiality

### **Key Capabilities**

**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, and credibility in work situations. Highly confidential and trustworthy.

**Problem Solving and Analytical:** Is able to analyse complex data, determine cause and effect prioritizing key issues; creates insightful solutions to problems and ensures their proper execution.

**Team Player:** Works well as a contributing member of a customer focused team; performs role assigned in the interest of the team's success.

**Communication:** Contributes to discussions; and completes documents in a logical and organized manner; Communicate at all levels as required by job functions.

**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 business.

**Customer Focus:** Has a strong understanding of the service requirements and the contribution to the success of the business; Demonstrates a willingness to assist with customer needs.