

Ref #:A011



GOVERNMENT OF TRINIDAD AND TOBAGO

JOB DESCRIPTION

CONTRACTUAL POSITION

JOB TITLE: BUSINESS OPERATIONS ASSISTANT II

JOB SUMMARY:

The incumbent is required to perform a variety of complex clerical/secretarial and administrative support duties. Work involves the performance of office management functions; assisting in strategy and work programme planning and implementation; undertaking follow-up activities as required and performing secretarial duties for managerial/professional and technical staff. Duties also include the supervision of employees engaged in the performance of related duties. Depending on assignment, the incumbent may be required to perform some or the full range of the duties of this position.

REPORTS TO: Designated Officer

SUPERVISION GIVEN TO:

DUTIES AND RESPONSIBILITIES:

- Supervises the work of employees performing a variety of routine to complex clerical/secretarial and administrative support duties by assigning and reviewing work and providing guidance.
- Trains and guides staff in performing work assignments.
- Co-ordinates the planning and management of meetings, workshops and conferences.
- Prepares and/or guides the preparation of complex correspondence, spread sheets, reports and other documents.
- Determines the need for, and prepares or oversees the requisition, receipt, storage, distribution and maintenance of office supplies and equipment.
- Undertakes follow-up activities regarding the Unit's work programme and decisions taken at meetings, workshops and conferences and submits progress reports.
- Undertakes research, conducts analysis and compiles data as directed.

- Performs office management duties such as:
 - developing and maintaining file register and filing system in keeping with established procedures.
 - co-ordinating the receipt, sorting, recording and distribution of correspondence and other documents.
 - co-ordinating travel arrangements for staff.
 - arranging for equipment/building repairs and maintenance.
- Assists in the preparation of budgetary estimates by obtaining relevant financial and other data for inclusion.
- Generates a wide variety of documents such as letters, memoranda, minutes, reports, spread sheets utilising appropriate software.
- Operates a computer, utilising word processing and other software as well as other standard office machines such as scanners, photocopiers and facsimile machines.
- Performs administrative support duties for managerial/professional/technical staff such as:
 - reviewing and screening incoming correspondence, making preliminary assessment of its importance, handles some personally or forwarding to superior;
 - receiving and screening incoming calls and visitors, determining priority matters and notifying superior accordingly; and
 - co-ordinating and managing the superior's calendar by arranging appointments and engagements.
- Performs other related duties as assigned.