

Job Description

Job Description

1. JOB DETAILS:	
Job title:	Administrative Assistant
Reports to:	Director
Sector:	Planning Performance and Management
Division:	N/A
Section:	N/A
Job code:	TBD
Date prepared/revised:	November 2015

2. JOB PURPOSE:
To provide administrative support to the Division Director and employees within the assigned division, and carry out coordination activities in order to ensure smooth flow of related activities in an effective and well organized manner

3. JOB DIMENSIONS:		
No. of staff supervised	Direct Reports:	0
	Total:	0

4. KEY ACCOUNTABILITIES:	
Description	
Day-to-Day Operations	
<ul style="list-style-type: none"> Follow the day-to-day operations set by the Director to ensure continuity of work and the delivery of effective and high quality outputs. Report on a regular basis to the Director on the operational activities, challenges and issues faced, mitigations taken, etc. as required to keep them informed and updated on the activities performed. 	
Coordination Support	
<ul style="list-style-type: none"> Schedule and coordinate with concerned stakeholders to arrange and book conference rooms and facilities, plan and arrange venues, coordinate with participants, send reminders and follow-up messages, etc. to ensure provision of smooth and efficient services. 	

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- Coordinate with the Facility Management and Administration division in order to plan travel, transportation and hotel accommodations, and handle office logistics, as requested, to ensure timely and accurate arrangements.
- Write and edit minutes of meetings, draft and/or type reports and correspondences, as requested to ensure they are written and distributed in a prompt and accurate manner.
- Receive, sort and distribute incoming mail and facsimiles and prepare and arrange for the distribution of outgoing mail and facsimiles in order to ensure timely receipt of any correspondence to the concerned stakeholders within the Division.
- Provide support in consolidating the division's annual leave plan, track and record employees' leave requests and coordinate with the HR Division on a regular basis as directed by the line manager in order to ensure changes or updates are communicated to them in a timely and accurate manner.
- Act as a focal point of contact for submitting employees' training requests to the HR Division, once approved by the line manager, and follow-up on requests as directed to ensure timely and efficient processing.

Filing System

- Maintain the filing system of all relevant documentation related to meetings' decisions, contracts, agreements, etc. for the division in order to facilitate future referencing and easy accessibility.
- Support the Senior Admin Assistant in maintaining all original documents related to meetings' decisions, contracts, agreements, etc. in order to ensure ease of reference and prompt availability.

Visitors and Phone Calls

- Greet and assist visitors, answer telephone calls and give appropriate information to callers; screen and route calls and place outgoing calls to ensure prioritization of callers and timely response.

Collaboration

- Collaborate with internal and external stakeholders on matters related to administrative support and coordination in order to facilitate flow of information.

Policies, Processes and Procedures

- Follow all relevant policies, processes, procedures and instructions so that work is carried out in a controlled and consistent manner.

Change Management

- Support the creation of a change management culture through taking a 'hands-on' and 'can-do' approach to EAD's new business changes, participating rapidly to the development of new initiatives, meeting planned targets, and demonstrating preferred high performance behaviors.

EHS (Environment, Health and Safety)

- Comply with all relevant EHS guidelines, policies and procedures, implement and improve integral elements of EHS management system as applicable to their job, ensure reporting incidents and hazards in a timely manner, and provide support in conducting EHS audits to ensure a healthy and safe work environment.

Ad-hoc Requests

- Perform additional duties commensurate with the current role, as and when requested by the Director.

5. COMMUNICATIONS & WORKING RELATIONSHIPS:

- **Internal:**
 - Facility Management and Administration Division
 - HR Division
 - Other Administrative Coordinators
 - Other EAD Sectors / Divisions, as required

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- **External:**
 - Visitors
 - Hotels and Event Facilities
 - Other Relevant Organizations or Individuals Contacting the Director

6. QUALIFICATIONS, EXPERIENCE & SKILLS:

Minimum Qualifications:

- High School Diploma or equivalent; Secretarial Diploma or any related specialization.

Minimum Experience:

- 0 to 2 years of experience in a relevant field.

Competencies:

Behavioral Competency	Level	Common Technical Competency	Level
Commitment to the Environment	5	Data Collection and Analysis	4
Information Seeking	5	IT and Computer Literacy	2
Developing Capability	5	Language Skills	3
Promoting Teamwork and Collaboration	5	Management Skills	4
Developing Capability	5	Quality Orientation	4
Promoting Teamwork and Collaboration	5	Understanding of Environmental Issues	4
Taking Initiative	5	Professional Writing Skills	4
-	-	Health and Safety Awareness	4

7. WORKING ENVIRONMENT:

- Typical office environment (100%)

8. APPROVALS:

Line Manager (Division Director)

Title	Signature	Date
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Human Resources

Title	Signature	Date
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Job Holder

Signature	Date
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