



**TOBAGO HOUSE OF ASSEMBLY**  
**JOB DESCRIPTION**  
**CONTRACTUAL POSITION**

<b>JOB TITLE:</b>	<b>BUSINESS OPERATIONS ASSISTANT I</b>
<b>JOB SUMMARY:</b>	
<p>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. Dependent on assignment, the incumbent may be required to perform some or the full range of duties of the position.</p>	
<b>REPORT TO:</b>	Business Operations Assistant II or designated officer
<b>SUPERVISION GIVEN TO:</b>	N/A
<b>DUTIES AND RESPONSIBILITIES:</b>	
<ul style="list-style-type: none"><li>• Assists in the planning and management of meetings, workshops and conferences:<ul style="list-style-type: none"><li>- prepares agendas;</li><li>- issues meeting invitation;</li><li>- takes meeting notes;</li><li>- distributes minutes to participants; and</li><li>- undertakes relevant follow-up action, as directed</li></ul></li><li>• Assists in the coordination of travel arrangements by preparing costing, obtaining quotes from travel agencies and performing other related tasks.</li><li>• Maintains file register and filing system in keeping with established systems and procedures.</li><li>• Receives, records, sorts and routes incoming and outgoing correspondence and other documents.</li><li>• Composes and issues routine correspondence; also prepares drafts of more complex correspondence and reports of meetings, conferences etc. as directed.</li><li>• Orders, issues, and maintains inventory of supplies and equipment.</li></ul>	

- 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.
- Skills 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 a team.
- Ability to establish and maintain effective working relationship with colleagues and the public.

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|  | <ul style="list-style-type: none"><li>• Ability to use initiative to find solutions for simple work related issues.</li></ul> |
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<b>MINIMUM EXPERIENCE AND TRAINING:</b>
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| <ul style="list-style-type: none"><li>• Five (5) CXC/GCE O level passes including English Language and Mathematics.</li></ul> |
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