

## ASCENSION ISLAND GOVERNMENT

### JOB DESCRIPTION

**JOB TITLE:** Administrative Assistant - Resources

**TEAM:** Various

**REPORTS TO:** *Relevant Team Leader*

**GRADE:** 6

#### **JOB PURPOSE:**

1. To provide administrative assistance across the Resources Directorate.
2. Provide assistance to departments during periods of staff absence and during busy periods.
3. To learn the various processes within the Resources Directorate's departments to ensure sufficient administrative support is provided when required.

#### **MAIN DUTIES:**

1. Assist Stores and Accommodation when required
  - i. To control and handle the stock issues to customers in Stores
  - ii. To assist with all functions associated with Stores stock control in accordance with Stores procedures
  - iii. To assist with cash and cash transactions and keeping all necessary records
2. Assist the Travel and Port office during known busy periods.
  - i. PCA bookings
  - ii. Liaison with shipping agents regarding personal freight and insurance
3. Assist the Post Office during known busy periods
  - i. Cash sales to customers for Post Office products including licenses
  - ii. Collection and sorting of mail
  - iii. Assistance with first day cover preparation
  - iv. Sale of Philatelic items via the PO website
4. Act as the Hospital/Dental Administrator when required by staff absence
  - i. Booking of accommodation and travel for patient referrals
  - ii. Liaison between suppliers and finance
5. Assist Admin and HR during periods of staff absence

- i. General clerical duties
  - ii. Contract renewals and recruitment activity
6. Assist Finance during known busy periods and staff absences
  - i. End of financial year Board of Survey Observations
  - ii. Customs duties
7. General duties across all departments will include carrying out filing, typing and sending and receiving e-mails and answering telephone enquiries.
8. To carry out any other related duties as requested by the Director or Assistant Director of Resources.

### **RESPONSIBILITIES:**

1. Upholding the strictest level confidentiality at all times.
2. Handling petty cash.
3. To comply with all AIG Policies, processes and procedures.
4. To attend any training course which the Ascension Island Government might specify in the further development of your role.

### **PERSON SPECIFICATION:**

#### **Essential**

1. Relevant experience working in office administration.
2. Ability to communicate clearly and effectively with colleagues and customers both orally and verbally.
3. The ability to remain calm under pressure.
4. Excellent IT skills in Microsoft Office and Outlook.
5. Must be customer care orientated and have advanced experience in dealing with customers at the frontline of a business unit.
6. Must possess initiative, drive and willingness to learn on the job.
7. Must be flexible to meet the needs of the organisation.
8. Must have a clean valid driving licence for vehicles of class A.

This Job Description indicates only the main duties and responsibilities of the post. It is not intended as an exhaustive list.

The Ascension Island Government (AIG) reserves the right to amend this Job Description from time to time, according to operational needs. Any changes will be discussed with you and confirmed in writing. Please note that you share with AIG the responsibility for making suggestions to alter the scope of your duties and improve the effectiveness of your post.