

<b>Job Title</b>	<b>Administrative Assistant</b>
<b>Grade</b>	KDIC 7
<b>Directorate</b>	Corporate Services
<b>Department</b>	Human Resource and Administration

<b>Reporting Relationships</b>	
<b>Reports to</b>	Senior Office Administrator
<b>Indirect Reports</b>	<ul style="list-style-type: none"> <li>i. Receptionist</li> <li>ii. Office Assistant</li> <li>iii. Senior Office Assistant</li> </ul>

<b>Job Purpose</b>
To implement policies, strategies, procedures and programs in the provision of effective and efficient administrative services at the Corporation.

<b>Key Responsibilities/ Duties / Tasks</b>
<b>I. Managerial / Supervisory Responsibilities</b>
N/A
<b>II. Operational Responsibilities / Tasks</b>
<ul style="list-style-type: none"> <li>i. Processing external, internal incoming and outgoing correspondences and other offices within the KDIC;</li> <li>ii. Maintaining divisional records by maintaining a filing system and dispatch of mail.</li> <li>iii. Drafting letters, memos for approval and signature;</li> <li>iv. Preparing responses to simple routine correspondences;</li> <li>v. Purchasing, receiving and storing the office supplies ensuring that basic supplies are always available;</li> <li>vi. Maintaining office diary;</li> <li>vii. Taking oral dictation;</li> <li>viii. Handling telephone calls and appointments;</li> </ul>

- ix. Coordinating the maintenance of office equipment;
- x. Updating and ensuring the accuracy of the division/department's databases;
- xi. Back-up electronic division/department files using proper procedures;
- xii. Making travel, meeting and other arrangements for designate staff and requesting online air tickets;
- xiii. Ensuring general office cleanliness;
- xiv. Compiling and maintaining staff leave records and maintain attendance register for interns;
- xv. Supporting in Conference/Workshop Secretariat Team;
- xvi. Maintaining proper record of correspondence and file movement; and
- xvii. Ensure security of office records, documents and equipment.

**Job Competencies (Knowledge, Experience and Attributes / Skills).**

**Academic qualifications**

- i. Bachelor's Degree **OR** Higher Diploma in Secretarial studies, Business or related field from a recognized institution.
- ii. Certificate in computer applications from a recognized institution.

**Professional Qualifications / Membership to professional bodies**

N/A

**Previous relevant work experience required.**

At least four (4) years relevant work experience in a similar role.

**Functional Skills, Behavioural Competencies/Attributes:**

- i. Customer relations skills
- ii. Communication skills
- iii. Interpersonal Skills
- iv. IT skills

