



## THE EASTERN REGIONAL HEALTH AUTHORITY

### POSITION DESCRIPTION

<b>1. JOB TITLE</b>  JUNIOR ADMINISTRATIVE ASSISTANT	<b>2.DIVISION</b>  <input type="checkbox"/> HEAD OFFICE <input type="checkbox"/> SANGRE GRANDE HOSPITAL <input type="checkbox"/> NARIVA/MAYARO <input type="checkbox"/> ST. ANDREW/ST. DAVID	<b>3. DEPARTMENT</b>  ADMINISTRATION
<b>4. ORGANIZATIONAL RELATIONSHIP</b>  The Junior Administrative Assistant will be report to the Immediate Supervisor.	<b>5. NATURE &amp; SCOPE</b>  The Junior Administrative Assistant is responsible for providing administrative support to ensure the efficient operations of a department/unit.	
<b>6. SPECIFIC ACCOUNTABILITIES</b>  The Junior Administrative Assistant:  <input type="checkbox"/> Provides a real time schedule of activities of his/her senior and books appointments/meetings etc. ensuring that there is no conflict. <input type="checkbox"/> Generates reports as required. <input type="checkbox"/> Transcribes minutes of meetings within the stipulated timeframe. <input type="checkbox"/> Conducts research and prepares relevant presentations. <input type="checkbox"/> Maintains an incoming and outgoing register of all correspondences related to the unit. <input type="checkbox"/> Develops and maintains an electronic records management system. <input type="checkbox"/> Assists in the generation of more complex reports for review by the immediate supervisor. <input type="checkbox"/> Receives, sorts and distributes mail. <input type="checkbox"/> Assist the immediate supervisor in the planning of schedules for staff assigned to the unit. <input type="checkbox"/> Greets and assist visitors. <input type="checkbox"/> Performs a range of routine office tasks, such as filing, copying, arranging meetings and reordering of stock for the unit. <input type="checkbox"/> Coordinate repairs of office equipment and machinery. <input type="checkbox"/> Perform related work as may be required by the approved Authority.		
<b>7. KEY KNOWLEDGE, SKILLS AND ABILITIES</b>  <input type="checkbox"/> Effective communication skills, both oral and written. <input type="checkbox"/> Effective planning and organization skills <input type="checkbox"/> Proficient in Microsoft Office Suite <input type="checkbox"/> Ability to pay attention to detail <input type="checkbox"/> Ability to understand and follow oral and written instruction.		
<b>8. MINIMUM TRAINING AND EXPERIENCE</b>  <input type="checkbox"/> Training as evidenced by the possession of an Association of Business Executives (ABE) Level 4 Diploma; or a Certificate in Public Administration (CPA) or equivalent. <input type="checkbox"/> Five (5) CXC/GCE O’Level passes inclusive of Mathematics and English A. <input type="checkbox"/> Minimum three (3) years’ experience in a similar or related position. <input type="checkbox"/> Any equivalent combination of training or experience.		
<b>9. SUPERVISORY RESPONSIBILITIES</b>  <input type="checkbox"/> On the Job Trainee		
<b>10. COMMUNICATION AND WORKING RELATIONSHIPS</b>  <i>Internal:</i>  <input type="checkbox"/> All Line Managers/Supervisors <input type="checkbox"/> All Heads of Departments <input type="checkbox"/> Other members of staff		

***External***

- ☐ Ministry of Health
- ☐ Other Regional Health Authorities