FUNCTION:

Responsible for providing secretarial services to the CARDI Representative and other scientists. Carries out general office duties such as preparing, classifying and filing written records, transmitting and receiving data by machines; operates machines to duplicate records and correspondence, sorts, stamps and dispatches mail and other minor administrative functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- **Interfaces** with personnel at all levels and with visitors/customers, Government officials and members of the public on the CARDI Representative’s behalf.

- **Schedules** and arranges appointments, interviews and meetings on behalf of Managers and conducts pre-interviews of persons desirous of meeting the Managers. Reminds Officer of appointment.

- **Files** correspondence and other records for the Manager and maintains files for the CARDI Representative and or Senior Scientists.

- ** Receives** visitors on behalf of the CARDI Representative and Managers, ascertains nature of business and then directs visitors to the appropriate scientist.

- **Takes** shorthand and dictation including notes of Conferences, Meetings and Seminars. Records minutes for subsequent typing, distributions and filing. May attend meetings with Managers or CARDI Representative

- **Types** drafts of correspondence, papers, reports etc., as required, ensuring accuracy, neatness and appropriate presentation of work.

- ** Receives** and screens all incoming telephone calls to the CARDI Representative; connects caller or redirects caller to area or Unit best suited for dealing with specific matter.

- **Maintains** an updated index of all documents on file in alphabetical, chronological or numeric order and keeps a record of the location of files extracted and given out on loan to allow for easy follow-up.
Operates office equipment such as computer, printer, photocopiers, facsimile machines, duplicating or calculating machines.

Carries out file searches, identifying background correspondence relative to matters being dealt with by the Managers.

Prepares requisitions, manages petty cash and liaise with the finance department on accounting matters. Ensures the safety of all assets under his or her control.

Makes arrangements for meetings, conferences, travel and hotel reservations and may be required to operate the telephone switchboard and radio-phone in establishing local and international telephone connections. Keeps a record of long distance telephone calls.

Ensures the confidentiality and/or safe keeping of all information, correspondence, documents, materials and equipment assigned to the Unit.

The above responsibility statements identify specific duties necessary to attain CARDI’s overall objectives while not precluding the job holder from carrying out other related activities that may be inherent in the job.

REPORTING RELATIONSHIPS : Reports to the CARDI Representative/Unit Manager

PRINCIPAL ORGANISATIONAL RELATIONSHIPS:

Internal : All departments within the Organisation

External : Government and Business organisations, and Agencies associated with CARDI.
EXPERIENCE : Secretarial skills requiring a minimum of three years training as well as in-house programmes in areas such as Office Practice and Administrative Procedures and Public Relations, Clerical skills will be an asset.

QUALIFICATIONS : Five CXC (general proficiency) or GCE (‘O’ Level) subjects including English and Mathematics, Secretarial Science Diploma including Advanced Typewriting, Advanced English. Computer skills in Word Processing and Spreadsheet Management are a necessity. Shorthand may be required occasionally. A Certificate in Accounting is required.

Signature of Employee: ........................................ Date: .........................

Signature of Manager/Supervisor: ........................................ Date: .........................