

FIREARM LICENSING AUTHORITY

JOB TITLE	SENIOR SECRETARY
JOB GRADE	OPS/SS3
SALARY	\$1,370,094 per annum
DIVISION	General Administration
REPORTS TO	Executive Assistant

Job Purpose

- To provide general secretarial support services and related administrative duties to facilitate the smooth functioning of the Department.

Key Outputs

- Correspondence, reports, memos and miscellaneous documents typed.
- Agendas and minutes of meetings prepared
- Mails distributed
- Standard documents drafted
- Filing systems maintained
- Telephone calls screened and routed

Key Responsibility Areas:

Technical/Professional Responsibilities

- Type reports, official correspondence and other miscellaneous documents.
- Draft standard type letters and routine correspondence
- Identifies and resolves secretarial and administrative situations that affect the flow of work in the Department.
- Develop and maintain an effective filing system that allows security and speedy retrieval of documents/information in accordance with established procedures.
- Prepare meeting agendas and take minutes
- Receive and process incoming mails for the department to facilitate easy access
- Action routine correspondence in accordance with guidelines given
- Develop and maintain filing systems for the department as advised
- Receive and make telephone calls for the department
- Set and confirm appointments and make necessary arrangements and preparations

Other Responsibilities

- Perform other related duties as assigned by the Supervisor.

Authority (decision the post holder has the power to make or recommend)

- Access confidential information

Performance Standards

- Documents and correspondences are accurately and neatly typed in accordance with Authority standards
- Stipulated deadlines are consistently met
- Files are easy to retrieve
- Incoming mail received and is processed and distributed to appropriate persons
- Appointments for interviews and meetings are made and relevant papers and files are prepared.
- Appointment diaries are maintained and appointments scheduled
- Tasks are completed accurately and efficiently
- Attendance and punctuality are consistently good
- Harmonious relations are maintained with staff members and external contacts
- Confidentiality and integrity are exercised

Working Conditions:

Work is performed in a standard office environment

Minimum Required Qualification

Required Competencies:

Core

- Excellent knowledge of office practices and procedures
- Strong interpersonal skills
- Good communication skills (both oral and written)
- Good time management skills
- Well organized with an eye for detail
- Ability to use initiative
- Ability to maintain integrity
- Proficient in the use of Microsoft Office Suite (Word, PowerPoint, Excel, Publisher and Outlook)
- Typing skills of 40 wpm

Minimum Required Education and Experience

- Five (5) CXC including English, Mathematics and Accounts
- Certificate in or experience in Public Relations, Marketing, Advertising, Business Administration or Mass Communication Three years' related experience