

## JOB DESCRIPTION

<b>Title</b>	Executive Assistant (EA)
<b>Institute/Department</b>	University Preparatory College
<b>Reports to</b>	Director UPC
<b>Location/Campus</b>	Kukum Campus

### Summary

This position is responsible for providing clerical, logistic and administrative support to the institution, including its staff and students to ensure the effective operation of the institution, and quality delivery of its programmes. The incumbent will be accountable to the Executive Officer; and in the absence of the Executive Officer, he or she will be accountable to the Director.

### Main roles and duties

#### Administration

- Provide general administrative support to the institution, including;
  - Liaise with other departments, schools and faculties on matters related to logistic requirements and other administrative-related issues as required by the institution
  - Provide the first point of contact for students, prospective students, guardians and visitors (either via telephone or in person) who seek information on UPC programs, or wish to make an appointment to see the Director or other staff of the institution
  - Manages the appointment schedules
  - Manages staff movements, sick leave, annual leave etc.
  - Maintain institution's inventory records and filings
  - Manages institution's stationaries requirements and usage
  - Ensure institutional teaching and learning equipment/tools, including office furniture and equipment, are maintained and are in good condition at all times, and are safe from careless handling and damage.
  - Prepare and follow up on procurement requests
  - Manages institution petty cash usage and acquittal per relevant financial policy.
  - Prepare agenda and minutes for the meetings
  - Record minutes of the meetings
  - Arrange refreshments for meetings as and when necessary; including staff functions.
- Oversee that the general work environment is clean and safe at all times; and that the amenities are regularly cleaned, disinfected, and furnished with hand wash and sanitisers.
- Report any OHS issues to the authority to address; and any maintenance requirements to the maintenance team.
- Perform other duties as delegated by the Director.

## **Dimension**

### Problem-solving and impact

- Contribute to decisions that improve work environment and processes to enhance general output performances of both staff and students and the institution.

### Resource management

- Conduct monthly stock-on office stationaries and provide an update report to the Director to justify the need for the restocking of stationaries that run low.
- Provide a bi-annual report on all office equipment and furniture, including teaching and learning tools and equipment to the Director (for action if needed, or record purposes)
- Raise PRs for new equipment and tool at the advice of the Director, when it is necessary.

### Working Environment

- Work together with institutional staff as a team
- Contribute to ensuring a friendly work environment is established and maintained at all times.
- Report any OHS officer or authority any OHS issues that need attention.
- Ensure resources and equipment/tools are available to support and enhance staff performance in the delivery of institutional programs.

## **Measures of Effectiveness**

- Work commitments and deadlines are met within the given time frame
- Institutional records and filings are updated and maintained
- Contribute to the positive reputation of the institution through good customer service
- Effective management of institutional resources, usage, and safety.
- Report to university, institution, staff and student needs promptly
- Overall performance reflects standard and quality.

## **General Responsibilities**

- Adhere to the university's equal opportunity policy in all activities, and actively promote equality of opportunity wherever possible.
- To be responsible for own health and safety and that of colleagues
- To undertake other such other duties as may be reasonably expected.
- To ensure a healthy and comfortable working environment

## **Minimum Qualification Requirement:**

- Bachelor's degree (in Management/Administration) with some business or accounting background.
- Diploma (in Management, or Business Management) with 3 years experience in a similar job.

## **Experience**

### Essential:

- Minimum of 3 years of work experience in the similar job
- Must have a good command of both oral and written communication skills
- Have good office organizational management and administrative skills
- Must have some basic business and accounting knowledge.

**Other Requirements:**

- Ability to work under pressure; ability to work long hours, and at the weekends or public holidays without demands for additional remuneration; ability to travel at short notice on university business; excellent data analysis skills (including a high degree of proficiency in MS Excel);

**Terms and Conditions**

The position is for three (3) years under an employment contract. Remunerations and benefits will according to the SINU Salary level for Officers under the General Support Services Stream. The contract is renewable subject to good performance.