



JOB DESCRIPTION

Position Title	Secretary
Faculty/Department	Solomon Island Maritime College
Reports to	Director
Position Level	Grade 1 (GSS)
Purpose Of the Role	The successful candidate will be responsible for providing administrative and financial support, managing office communications, and ensuring the efficient operation of day-to-day activities. The Office Secretary plays a crucial role in maintaining a well-organised and professional office environment.
Detailed Roles & Responsibilities	
Service	• Assist in day-to-day administrative tasks, including data entry, filing, and document preparation. • Provide comprehensive administrative support to executives and team members, including managing calendars, scheduling appointments, and coordinating meetings. • Facilitate communication between internal and external stakeholders, responding to inquiries and redirecting requests as needed. • Assist in the preparation of travel arrangements, itineraries, and expense reports for executives. • Coordinate and schedule internal and external meetings, including booking conference rooms and arranging necessary resources.
	• Assist in the planning and execution of office events, such as conferences, workshops, and team-building activities. • Handle incoming and outgoing correspondence (emails, phone calls, letters). • Serve as a point of contact between students, staff, faculty, and external stakeholders. • Respond to inquiries and provide information about university policies and procedures. • Assist with budget tracking, expense reports, and procurement processes.

Quality	• Prepare and proofread correspondence, reports, and presentations, ensuring accuracy and adherence to company standards. • Prepare reports and compile data for departmental or university use. • Collaborate with team members to gather relevant information for reports and ensure accuracy. • Maintain accurate and organised records of correspondence, meetings, and other relevant documentation. • Establish and manage an efficient filing system, both physical and digital, to ensure easy retrieval of information. • Conduct periodic reviews of record-keeping processes to identify and implement improvements.
Team Work	• Support team efforts in administrative and operational tasks to ensure smooth office functioning. • Collaborate with team members to coordinate schedules, meetings, and shared tasks. • Communicate information clearly and promptly, including meeting updates, deadlines, and action items.
Qualification & Experience	Bachelor's degree in Office Administration, Business Administration, Commerce (majoring in Accounting & Finance) or related fields. OR - Diploma in Business Administration, Office Management, • For a Degree Level - At least 3 years of work-related experience in secretarial roles demonstrating competence and initiative.
	• For a Diploma level -a relevant high school qualification or a related field, with at least 5 years of relevant work experience, showcasing a comprehensive understanding of administrative functions and secretarial duties. • Experience in maintaining records, databases, and filing systems. • Familiarity with financial processes such as expense reporting, budgeting, or procurement.
Key Deliverables	• Well-prepared agendas, minutes, and reports from meetings and events. • Maintained and updated student, staff, and departmental records; prepared periodic reports and data summaries • Efficient stock management and office supply procurement. • Ensured all administrative activities adhered to university policies and regulations, with proper documentation

Key Selection Criteria (KSC)	1. Experience • Demonstrated experience in administrative, secretarial and financial roles within an academic or professional environment. 2. Computing Skills • Excellent Computer literacy and proficiency in office software 3. Communication Skills • Excellent written and verbal communication skills 4. Attention to Detail and Accuracy • Accuracy in data entry, record-keeping, and correspondence 5. Professionalism • Ability to handle sensitive information with professionalism and integrity.
Compliance	• Adhere to SINU policies, OHS, and Code of Conduct • Support quality assurance and accreditation requirements
Terms and condition	This position is offered on a fixed-term contract of five (5) Years, Subject to performance review and renewal in accordance with university Policies Annual Salary Range: SBD \$ 30,294.95 - \$41,195.57 SBD Annual Leave Entitlement: 20 working days Annual Gratuity: 15% of annual basic salary (paid biannually) Housing: A 15% housing allowance of basic salary and/or access to university rental policy schemes An attractive annual leave benefit package

	SECTION H - APPROVAL (Business use only) <i>This Job Description is approved on the basis that I believe it accurately reflects the requirements of the position and will assist the SINU to achieve its Strategic objectives:</i>  19/10/2026 Director Human Resource Date Approved Additional Comments: