

## **1. JOB IDENTIFICATION**

- 1.1 Position Title : Administrative Assistant
- 1.2 Position Level : Position 13
- 1.3. Occupational Group : Administrative & Technical
- 1.4 College : Paro College of Education, Paro
- 1.5 Terms of Appointment : 2 Years Contract (contract allowance not included)

## **2. MAIN PURPOSE OF THE POSITON**

- 2.1 Draft, type and dispatch correspondences as per the directives of the officer;
- 2.2 Assist the officers in administrative duties e.g. photocopying, binding, compilation of materials;
- 2.3 Arrange meetings as required;
- 2.4 Maintain office records and files;
- 2.5 Liaise with various people in relation to official work; and
- 2.6 Carry out any other tasks that may be assigned by the officer from time to time.

## **3. GENERAL ROLES AND RESPONSIBILITES**

Administrative Assistant responsibilities include making travel and meeting arrangements, preparing reports and maintaining appropriate filing systems. He/She should be able to organize administration works using tools, like MS Excel, MS Word and office equipment. He/She should ensure the efficient and smooth day-to-day operation of Office Administration.

## **4. KNOWLDEGE SKILLS & ABILITIES (KSA) REQUIREMENTS**

- 4.1 Knowledge of basic Office Management systems and procedures;
- 4.2 Working knowledge of office equipment, like printers and fax machines;
- 4.3 Proficiency in MS Office (MS Excel, MS Word and MS PowerPoint);
- 4.4 Excellent time management skills and the ability to prioritize work;
- 4.5 Attention to detail and problem solving skills;
- 4.6 Excellent written and verbal communication skills;
- 4.7 Strong organizational skills with the ability to multi-task.

## **5. EDUCATION**

- 5.1 Class XII with three months IT Training Programme/Class X with 2 Years Office Management Training/Class XII with Computer Science.