



External Vacancy Announcement

Job Title:	Administrative Assistant
Department:	International Gateway Services (IGS)
Section:	Administration- IGS
Reports to:	Department Commissioner
Employment Status:	Full Time - 40 hours weekly
Deadline:	August 9, 2024, at 4pm

Summary:

The Administrative Assistant will provide comprehensive administrative and clerical support to ensure efficient operation of the office. This role involves handling information requests, performing clerical functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings.

Key Responsibilities:

1. Administrative Support:

- Answer and direct phone calls
- Organize and schedule appointments
- Plan meetings and take detailed minutes
- Write and distribute email, correspondence memos & letters

2. Office Management:

- Maintain contact lists
- Develop and maintain a filing system
- Order office supplies and research new deals and suppliers
- Maintain office policies and procedures

3. Communication:

- Provide general support to visitors

- Act as the point of contact internal and externally
- Liaise with other administrative assistants to handle requests and queries

Qualifications:

- Education:
- University Degree or equivalent.
- Experience:
- Proven experience as an administrative assistant, virtual assistant, or office admin assistant.

Skills:

- Knowledge of office management systems and procedures
- Working knowledge of office equipment, like printers and fax machines
- Proficiency in MS Office (MS Excel and MS PowerPoint, in particular)
- Excellent time management skills and the ability to prioritize work
- Attention to detail and problem-solving skills
- Excellent written and verbal communication skills
- Strong organizational skills with the ability to multi-task

Competencies:

- Communication: Effective verbal and written communication skills
- Interpersonal Skills: Ability to build relationships and interact professionally
- Adaptability: Ability to adapt to changing work environments and responsibilities
- Attention to Detail: Strong attention to detail to ensure accuracy and quality in all tasks

Each application must be addressed to:

*Human Resources Section
Liberia Telecommunications Authority
Menetamba Road, Cooper's Beach Community Paynesville, Liberia*

Application for Administrative Assistant