

Job Specification & Description-Administrative Clerk I

1. JOB TITLE:	Administrative Clerk 1
2. DEPARTMENT:	Administration
3. LOCATION:	Track MB, Block B, National Exhibition Centre, Sophia
4. CLASSIFICATION:	Clerical and Office Support
5. SALARY SCALE:	BS 8
6. EMPLOYMENT TYPE:	Full-Time Permanent
7. FUNCTIONAL CONTACTS (internal and external)	Product Compliance, Metrology Departments, Administrative Department, Standardisation, Industrial and Testing Laboratories
8. REPORTS TO	Head, Administration/ Head, Legal Metrology, Head, Product Compliance, Head Standardisation and Head Industrial and Testing Laboratories
9. JD APPROVED	Ms. Carole Fletcher, Chairperson, NSC

10. JOB PURPOSE SUMMARY

To provide administrative support to internal and external stakeholders, inclusive of record keeping by communicating with internal and external publics and prepare documents for Administration/ Legal Metrology and Compliance Departments.

11. FINAL OUTPUT

- Servicing meetings and conferences both internally and externally
- Registration of Legal Metrology weights and measures certificates are prepared
- Weekly Regional data entry reports are entered into the system
- Timely delivery of Administrative Services.

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12. KEY PERFORMANCE INDICATORS

- Number of internal meetings and conferences serviced
- Number of registrations and certificates prepared
- Number of regional reports entered into the system
- Accuracy in Typing

13. JOB DUTIES AND RESPONSIBILITIES

- Take notes, typing of documents, memoranda, reports, correspondence and monthly weights and measures meetings.
- Design and typing a variety of charts, tables and graphic presentations.
- Provide administrative support to conference/meetings, seminars and workshop through the preparation of attendance sheets, programmes, name tags and other documents.
- Assist in providing support to the Administrative functions of the Department.
- Ensure that an effective records management system is maintained by the Department.
- Prepare weights and measures and Product Compliance certificates
- Prepare data entry of weekly Regional reports
- **Perform any other related duty that may be assigned from time to time by any duly authorized officer.**

14. MINIMUM REQUIREMENTS

- Diploma in Secretarial Science from a recognized Institution with at least one (1) year experience.

OR

- Five subjects GCE O Level or CXC General including English Language and Mathematics or Principles of Accounting or equivalent qualification, with at least three (3) years.

15. SPECIFIC KNOWLEDGE & SKILLS REQUIRED

- Proficiency in the use of Microsoft programme.
- Communication skills
- Analytical and Accounting skills

16. VALUES AND ATTRIBUTES

- Maintains Confidentiality.
- Provides positive image of the GNBS.
- Supportive and team oriented.
- Ability to exercise diplomacy and maintain composure in difficult situations.
- Demonstrates ethical and professional conduct.

17. SPECIAL CONDITIONS OF THE JOB

- May be required to work during the lunch interval and on weekends to support the Technical Departments.
- Must be prepared to travel outside of Georgetown to other branches of GNBS
- Numerous high priority and business critical deadlines
- Full-time position Monday to Thursday with hours of work 8:00h to 16:30h and Friday 08:00h – 15:30h.
- Required to work beyond normal working hours/days to meet deadlines and deliverables
- Occasional local travel may be required
- The post is transferable

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