



**Terms of Reference
Administrative Assistant
2019/74**

G.P.L Inc. invites applications from suitably qualified candidates to fill the vacancy of an **Administrative Assistant**, which exist within the Metering Department – Sophia.

Under the general direction of the Metering Manager, the incumbent will be responsible for secretarial and administrative support to facilitate the efficient operation of the department.

KEY RESPONSIBILITY AREAS:

1. Attend to day-day administrative needs of the Metering Manager’s Office.
2. Keep an up-to-date inventory of stationery and equipment within the Metering Department.
3. Maintain an efficient filing system.
4. Answer the telephone, attend to visitors and arrange necessary appointments.
5. Type letters, memoranda, reports etc. to accepted standards and layouts.
6. Address all correspondences.
7. Address all routine matters in the absence of the Manager.
8. Assist with accurate data entry to the relevant database, in keeping with the Department’s targets.
9. Ensure accurate completion of invoices and petty cash vouchers.
10. Perform any other related duties that may be assigned by a duly authorised Officer.

SALARY GRADE: GE 6

JOB QUALIFICATION(S) AND EXPERIENCE:

1. Diploma in Communication Studies/Business/Public Management from the University of Guyana with a minimum of two (2) years' relevant experience.

OR

2. An Administrative Professional Secretaries Diploma from University of Guyana (IDCE) with a minimum of four (4) years' relevant experience.

OR

3. Diploma in Secretarial Science/Administrative Principles & Practices from G.T.I. with a minimum of five (5) years' experience as a Stenographer I.

Certificate in Computer Studies would be an asset.

KNOWLEDGE, SKILLS & ABILITIES:

- Ability to maintain confidentiality.
- Excellent Communication skills (Verbal and written)
- Good interpersonal skills.
- Ability to perform various clerical work
- Ability to give attention to details
- Ability to maintain a good filing system
- Knowledge of Microsoft Office and the ability to operate standard office equipment.

Applications should be submitted to the Deputy Human Resources Manager, Guyana Power & Light Inc., 257/259 Middle Street, Georgetown not later than February 20, 2020.