

POSITION ANNOUNCEMENT

JOB TITLE	ADMINISTRATIVE ASSISTANT III
TYPE OF VACANCY	STAFF
REPORTS TO	OMBUDSMAN
DEPARTMENT	OFFICE OF THE OMBUDSMAN
Job Overview	
<p>The Administrative Assistant III in this role performs routine clerical and administrative duties required for the smooth operation of the Office of the Ombudsman. These duties include, but are not limited to, preparing documents, organizing files, scheduling appointments, making travel, meeting and event arrangements contacting and communicating with customers and supporting other staff members. The successful candidate will be a team player who can be an initiator and work independently when required, have exceptional organizational skills, be able to multitask, exercise sound judgment and manage time sensitive and confidential matters. Must have supervisory skills.</p>	
Key Responsibilities	
<ul style="list-style-type: none"> ➤ Be the first point of contact and support for internal and external customers. Manage the communication process, track and follow-up as required; ➤ Assume the supervision of others within the department as assigned by manager; ➤ Prepare and disseminate written communication (letters, emails, minutes, reports policies & procedures etc.) accurately and in a timely manner; ➤ Establish and maintain a well-organized filing system; ➤ Maintain manager's calendar ensuring that adequate event notification is given; ➤ Make travel and event arrangements including and not limited to rental, equipment & technology; ➤ Maintain and replenish office supply inventory; ➤ Coordinate and support Focus Group Meetings, special events and other special projects; ➤ Establish and maintain collaborative coalitions in particular with UTEB, PMU & BPSU leadership; ➤ Reconcile and submit expense reports; ➤ Record and maintain time and attendance records including leave data; ➤ Those tasks specific/generic to assigned Department which may be attached. 	
Knowledge, Skills & Abilities	
<ul style="list-style-type: none"> ➤ Knowledge of the UB grievance procedure; ➤ Working knowledge of the conflict resolution and negotiation process; ➤ Proficiency in MS Office (MS Excel and MS PowerPoint, in particular); ➤ Attention to detail and excellent time management skills; ➤ Excellent written and verbal communication skills; ➤ Strong organizational skills with the ability to multi-task, problem-solve and prioritize work. 	

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Qualifications

- A minimum of a Bachelor's Degree in Management, Human Resources Management, and/or related disciplines from an accredited college/university;
- Minimum of 5 years of administrative experience required at the AS-2 Level.

REPORTS TO: OMBUDSMAN

SALARY GRADE: AS-III

DATE PUBLISHED: October 21, 2019

APPLICATION END DATE: November 1, 2019

DATE TO BE REMOVED: November 2, 2019

SUBMISSION OF MATERIALS: Interested applicants submit the following documents *electronically* as indicated below:

- A cover letter for interest highlighting work experience and accomplishments relevant to the position;
- Current Curriculum Vitae or Resume;
- Copies of Relevant Qualifications and Certificates;
- At least three (3) written professional references.

ADDRESS:

Email: hrapply@ub.edu.bs

Attn: Vice President, Human Resources

Subject: Administrative Assistant to the Ombudsman

The above statements are intended to describe the general nature and level of work to be performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the Administrative Assistant to the Ombudsman.