

JOB TITLE:	Administrative Assistant II
TYPE OF VACANCY:	STAFF
DEPARTMENT:	GTR CAMPBELL SMALL ISLAND SUSTAINABILITY RESEARCH CENTRE
POSITION SUMMARY: <p>Candidates are being sought to fill an Administrative Assistant vacancy in the GTR Campbell Small Island Sustainability Research Centre. The Administrative Assistant provides administrative support to the Executive Director, Small Island Sustainability and performs routine clerical/administrative duties required for the smooth operation of the Office. 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. While interacting with stakeholders, the ability to maintain a high level of professionalism and confidentiality as well as remain adaptable, proactive, resourceful and efficient is crucial to this role. In addition, the successful candidate will have exceptional organizational skills, be able to multitask, exercise sound judgment and manage time-sensitive and confidential matters.</p>	
<ul style="list-style-type: none"> • Be a contact and support for internal and external customers to the Executive Director's, Office; • Manage the communication process, prioritize, track and follow-up as required; • Establish and maintain cooperative and effective working relationships; • Prepare and disseminate written communication (letters, emails, minutes, agenda, reports policies and procedures, etc.) accurately and in a timely manner; • Establish and maintain a well-organized and accurate filing system; • Maintain the Executive Director's calendar, ensuring that adequate event notifications are given; • Schedule and organize meetings and travel activities; • Make event arrangements including and not limited to rental, equipment and technology; • Reconcile and submit expense reports; • Maintain and replenish office supply inventory. Obtain quotes and coordinate the requisition process. Monitor budget allocations and expenditure; • Provide assistance and support as required for budget preparation and special projects; • Demonstrate continuous efforts to improve operations by employing the use of process improvement methods to enhance productivity and customer service across the University. 	

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Extensive knowledge of academic environments and general office policies and procedures;
- Excellent oral and written communication skills;
- Ability to maintain effective working relationships and communicate skillfully with supervisors, associates and other constituents;
- Effective organizational and time management skills to include event planning and registration;
- Proficiency in MS Office, in particular: MS Excel and MS PowerPoint; knowledge of KRONOS and BANNER a plus;
- Ability to maintain complex administrative, fiscal, and other records and to prepare statistical and other reports that include complex information;
- Ability to interact effectively with internal and external constituencies and defuse complex situations;
- Ability to exercise good judgment, independently set priorities and meet deadlines and maintain the highest degree of confidentiality;
- Ability to organize and manage budgets and prepare related reports.

QUALIFICATIONS:

Bachelor's degree in Business Administration or the equivalent, AND at least four (4) years' experience at an AS-1 level.

SUBMISSION OF MATERIALS:

- Materials should be submitted electronically, attention Office of Academic Affairs, University of The Bahamas via e-mail at facultyapply@ub.edu.bs by 10th August 2021;
- Send all documents together, including: (a) Cover letter describing the candidate's suitability for the position; (b) Copies of academic qualifications; (c) Up-to-date transcripts; (d) Up-to-date curriculum vitae, including details of administrative experience;; (g) Copy of Bahamian national insurance ID card, if applicable; (h) Copy of relevant pages of valid passport (*showing photo ID, passport number and expiration date*); (i) Three letters of reference; and (j) a completed [UB Staff Application Form](#).
- **Please note the position in the subject field of the email.**

Hard copy submissions will not be accepted.

SALARY SCALE:

AS-2

REPORTS TO:

Executive Director, GTR Campbell Small Island Sustainability Research

APPLICATION END DATE:

10th August 2021

DATE PUBLISHED:

27th August 2021

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

To inquire about this position please direct emails to ypaa@ub.edu.bs