



POSITION ANNOUNCEMENT

JOB TITLE:	ADMINISTRATIVE ASSISTANT II
TYPE OF VACANCY:	STAFF
REPORTS TO:	ASSISTANT V. P., UNIVERSITY RELATIONS
DEPARTMENT:	OFFICE OF UNIVERSITY RELATIONS
SUMMARY:	
<p>The Administrative Assistant II in the Office of University Relations will provide efficient administrative support for this dynamic office, helping team members to meet the goals and objectives of the unit. This position plays an integral role in enhancing operational efficiency and productivity, particularly as they relate to meeting myriad deadlines, maintaining schedules, document management and project execution.</p>	
DUTIES AND RESPONSIBILITIES:	
<p>The position of Administrative Assistant II is required to perform a variety of tasks including but not limited to the following:</p> <ul style="list-style-type: none"> • Greet and direct visitors to the Office of University Relations; • Maintain records of projects, tasks and timelines; • Respond to general telephone, e-mail and in-person questions and messages and direct them appropriately; • Receive incoming mail and distribute outgoing mail to internal and external clients; • Assist with the overall daily management of the office; • Coordinate, organize and manage departmental events including details related to venue, catering, RSVPs, equipment, and materials; • Attend meetings as directed by the Supervisor, take notes and provide post-reports of action items and decisions; • Provide timely Minutes of various meetings; • Undertake research and/or follow-up activities and provide administrative support related to special projects as directed; • Transcribe various audio and video recordings; • Prepare correspondence as needed; • Assist with the preparation of general purchase requisitions and tracking expenses; • Manage appointments, update calendars and give reminders; • Maintain an accurate filing system as determined by Supervisor. 	
REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:	
<ul style="list-style-type: none"> • Excellent oral and written communication skills; • Competent at report writing; • Ability to maintain effective working relationships and communicate skillfully with colleagues, administrators and other constituents; • Effective organizational and time management skills; • In-depth knowledge and utilization of Microsoft Office suite and willingness to learn new software applications; • Ability to maintain complex administrative, fiscal, and other records and to prepare statistical and other reports that include complex information; • Proficiency in meeting deadlines and maintaining the highest degree of confidentiality. 	



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QUALIFICATIONS:

- Bachelor's degree in Business Administration or a related discipline, or the equivalent, AND
- At least four (4) years' post-qualification work experience.

SALARY GRADE:	AS-2
DATE PUBLISHED:	December 6, 2017
APPLICATION END DATE:	December 20, 2017
DATE TO BE REMOVED:	December 21, 2017

Requested Information: Interested applicants should submit the following electronically to the Human Resources Department via the email address below:

- A cover letter of interest highlighting work experience and accomplishments relevant to the position;
- Completed Employment Application Form (www.ub.edu.bs/wp-content/uploads/2017/01/Application-for-Employment-Staff.pdf)
- Current Curriculum Vitae or Resume;
- Copies of Qualifications and Certificates;
- Copy of the relevant pages of a valid passport showing passport number, photo identification and expiration date;
- Copy of N.I.B. Card;
- At least three (3) written, professional references.

Email Address:

hrapply@ub.edu.bs
Attn: Vice President, Human Resources

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 II.