

ENVIRONMENTAL PROTECTION AGENCY



Job Description

Job Title:	Office Assistant
Reports to:	Administrative Officer
Division:	Administrative Division
Overall objective:	To provide office support services

Duties and Responsibilities:

The Office Assistant will be responsible for:

1. Reproducing, collating and distributing documents.
2. Delivering and collecting mails to and from EPA Offices.
3. Packing of stockroom with new stocks.
4. Maintaining a FIFO method of items being issued from the stores.
5. Issuing stationery and supplies from the stockroom.
6. Assisting the Administrative Assistant to write up fuel orders.
7. Assisting the Administrative Assistant in conducting periodic asset and inventory checks.
8. Producing a monthly report of stock usage.
9. Compiling stock usage order for the month/period as required.
10. Conducting minor carpentry and electrical works.
11. Assisting in the maintenance of the Keys Register.
12. Initiating purchase request of fuel for the diesel alternator.
13. Compiling monthly fuel usage report for the diesel alternator.
14. Assisting the Handyman in rearranging furniture or the like when required.
15. Performing other related duties assigned from time-to-time.

Job Specification

The incumbent should possess at least three (3) subjects CXC/GCE including English Language and Mathematics.

Communication, influence and motivation

He/she will interact with staff and stakeholders and should have good interpersonal skills.

Resource Management

He/she will be dealing with material of a confidential nature.

Accountability

He/she will be expected to use initiative to identify and resolve problems.

Working Hours:

- Monday-Thursday (08:00 h – 12:00 h & 13:00 h – 16:30 h)
- Fridays (08:00h – 12:00 h & 13:00 h – 15:30 h)