



Government of the Co-operative Republic of Guyana

Environmental Protection Agency



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Job Title:	Administrative Assistant	Job Code:	A- AdS	V.3
Department/Unit:	Administrative / Corporate Operations and Services	Position Type:	Full Time <input type="checkbox"/> Contractor <input type="checkbox"/>	Part Time <input type="checkbox"/> Intern <input type="checkbox"/>
Location:	Head Office – Georgetown	Scale Grade:		
Reporting To:	Administrative Support Officer			
Supervises:	N/A			

Overall Objective	
To provide efficient administrative, procurement, and records management support to ensure the timely acquisition of goods and services, accurate tracking and audit-ready documentation, effective coordination of Agency activities, and uninterrupted delivery of essential office services and supplies.	
Duties and Responsibilities	
1. Assist in the preparation of procurement requests, payment memos, purchase orders, and related supporting documents. 2. Liaise with suppliers and contractors for the procurement of goods and services for the Agency. 3. Maintain procurement and payment trackers (PR/PO/Invoices/Delivery Notes) and follow up to ensure timely processing and close-out 4. File and digitize records (PRs, POs, invoices, contracts, GRNs, utilities) in an organized manner for quick retrieval and audit readiness. 5. Assist with logistical arrangements for meetings, workshops, activities, etc. 6. Assist with coordinating travel, accommodations, and other logistics for staff activities (as assigned) 7. Ensure uninterrupted utility services by proactively monitoring accounts and coordinating timely actions so no service is disconnected. 8. Maintain service/maintenance logs (AC servicing, generator, pest control, cleaning, security, vehicle services—whichever applies) and coordinate scheduling with vendors 9. Receive, store, and issue items to departments and officers of the Agency in accordance with established procedures. 10. Maintain accurate records of receipts, issues, and balances to allow easy verification and auditing. 11. Support goods receipt verification by checking quantities against delivery notes/POs and escalating discrepancies promptly 12. Draft routine correspondence to suppliers/contractors and internal departments (requests for quotations, delivery follow-ups, clarifications) 13. Provide general administrative support, including correspondence, record-keeping, and coordination of office resources. 14. Perform other related duties as assigned from time to time.	
Requirements	



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Qualifications and Work Experience:

- A diploma in Business Administration, Supply Chain Management/Management or related field.
- AT least three (3) years of experience in Administration or Operations

Competencies:

- Communication, influence and motivation
He/she will interact with staff and stakeholders and should have good interpersonal skills.
- Resource Management
He/she shall be dealing with material of a confidential nature.
- Accountability
He/she will be expected to use initiative to identify and resolve problems.