Job Title: Technical Operations Administrative Support

Description: Working under the supervision of the HR Administrator/Assistant General Manager, the full time Technical Operations Administrative Support performs routine clerical and administrative functions for Technical Operations (i.e., the energy, water, and sanitation operations). These functions include, but are not limited to drafting correspondence, monitoring time sheets for payroll, scheduling appointments, organizing and maintaining paper and electronic files, maintaining all employee records, provide information to callers, and other tasks as assigned by the immediate supervisor.

Compensation: Annual Salary from $12,000 to $15,000 commensurate with experience.

Duties and Responsibilities:

1. Answer telephones and give information to callers, take messages, or transfer calls to appropriate individuals.
2. Timekeeping for all Technical Operation Workers.
3. Maintain scheduling and event calendars.
4. Make copies of correspondence and other printed material.
5. Open, read, and distribute incoming email, mail and other material.
6. Learn to operate new office technologies as they are developed and implemented.
7. Operate office equipment such as fax machines, copiers, and phone systems, and use computers for spreadsheet, word processing, database management, and other applications.

Knowledge, Skills and Abilities:
1. Adequate computer literacy.
2. Adequate writing, analytical, and problem-solving skills.
3. Knowledge of principles and practices of organization, planning, records management, and general administration.
4. Ability to communicate effectively.
5. Ability to operate standard office equipment, including but not limited to, computers, telephone systems, typewriters, calculators, copiers and facsimile machines.
6. Ability to follow oral and written instructions.
7. Ability to visit and work with all Technical Operation departments.

Minimum Qualifications:

1. High School diploma
2. At least 2 years experience in general office responsibilities and procedures.
3. Must be computer literate.
4. Knowledge of principles and practices of basic office management and organization.
5. Knowledge of the basic principles and practices of bookkeeping.
6. Ability to work well either alone or as part of a team.

Employee Signature	**Supervisor's Title**
Printed Name Date I certify that I have read and understand the responsibilities assigned to this position.	**Supervisor's Signature Date** **I certify that this job description is an accurate description of the responsibilities assigned to the position**
The above statements are intended to describe the general nature and level of work being performed by the incumbent of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.	

JOB ADVERTISEMENT

Job Title: Technical Operations Administrative Support

Job Location: KAJUR, Ebeye

Date Ad Opening: Wednesday, 15 November 2017

Date Ad Closing: Wednesday, 29 November 2017

Job Description: (Local Hire)

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7. Operate office equipment such as fax machines, copiers, and phone systems, and use computers for spreadsheet, word processing, database management, and other applications.

Qualifications/Experience Requirements:

1. High School diploma
2. At least 2 years experience in general office responsibilities and procedures.
3. Must be computer literate.
4. Ability to work well either alone or as part of a team.

Remuneration: Depending on qualifications, a competitive salary range is provided for $12,000-$15,000/annum. A Pension Plan is also available for KAJUR's employees following one (1) year of employment.