

The University Council of Jamaica is inviting suitably qualified applicants to apply for the following position:

Job Title: Executive Assistant (GMG/SEG 1) - Vacant

Job Summary

The Executive Assistant provides personal and confidential administrative support to the Executive Director and Board of Directors. This position is accountable to the Executive Director.

Key Responsibilities:

- Assists in monitoring to ensure that the UCJ's policies and procedures are in place, up-to-date and relevant and that their implementation is being carried out in an effective and efficient manner;
- Assists in co-ordinating the strategic planning process;
- Follows up with staff to ensure timely submission of operational plans, work plans and monthly reports;
- Provides administrative support for the negotiation, ratification and maintenance of memoranda of understanding;
- Maintains the Executive Director's calendar, setting appointments, and briefs the Executive Director each day on the schedule;
- Arranges travel for the Executive Director including purchasing of airline tickets, hotel reservations, creating and maintaining schedule for all trips, including meetings, logistics, and events;
- Manages the Executive Director's email inbox by screening all incoming mail, determining how best to route certain questions and inquiries, and responding to selected messages;
- Responds to incoming calls and requests;
- Relays relevant information to staff to ensure action by the appropriate staff member;
- Organizes and maintains efficient filing system for the Executive Director's office, including subject, index, and/or cross-reference files;
- Maintains database of relevant information for Executive Director, including entering new contacts, updating contacts, and running reports;
- Co-ordinates materials or reports for distribution;
- Proofreads typed or printed work and checks records and reports for grammatical construction, completeness, clerical, arithmetical, and typing accuracy, and for compliance with established standards and special instructions;
- Prepares/ drafts correspondence on behalf of the Executive Director;
- Prepares/ edits visual presentations for the Executive Director
- Acts as liaison between Executive Director's office and other organizations;
- Conduct research, compiles data and prepares papers for consideration and presentation to the Executive Director, staff and Board of Directors;
- Creates, transcribes, and distributes meeting agendas, notices and minutes;
- Supervises volunteers and other support personnel;
- Maintains the office calendar to coordinate work flow and meetings;
- Co-ordinates/ participates in meetings, conferences, and other activities;
- Manages/ coordinates special projects as needed;
- Assists with clerical duties such as photocopying, preparing packages, telephone calls, mail-outs, etc.

Board of Directors' Support

- Coordinates Board meetings, including booking rooms, catering, putting together board packets, and mailing to each board member in advance of meeting;
- Records and distributes meeting minutes;
- Ensures dissemination of materials and policies to all Board members;

- Prepares/compiles appropriate meeting documents and ensures follow through with post meeting actions and decisions;
- Maintains Board binder of all meetings, resolutions drafted, etc.;
- Maintains communication to the Board as requested;
- Maintains up-to-date Board contact list;

Required Competences:

- Knowledge of records management
- Knowledge of office and administrative procedures
- Demonstrated ability to be self-directed and well organized.
- Excellent calendar management skills, including the coordination of complex executive meetings
- Ability to maintain strict confidentiality.
- Strong interpersonal skills
- Attention to detail and ability to multi-task
- Flexibility, initiative and reliability.
- Excellent written and oral communication skills.
- Strong organizational, research and analytical skills
- Proficiency in the use of Microsoft Office applications

Qualification and Experience:

- Bachelor's degree in Business Administration/ Management Studies, Public Administration or related discipline
- At least five years' experience providing support at the executive level
- Experience in scheduling overseas travel arrangements for management staff

Remuneration Package:

- Salary scale: \$1,348,545.00 - \$1,602,996.00 per annum
- Motor Vehicle Upkeep: \$707,448.00 per annum (with a motor vehicle)
\$286,536.00 per annum (without a motor vehicle)

Application accompanied by resume should be submitted **NO LATER THAN August 9, 2017 to the:**

**Director, Human Resource & Administration,
The University Council of Jamaica
6b Oxford Road
Kingston 5**

Email: jobs@ucj.org.jm