



CPDC
Caribbean Policy Development Centre

Administrative Assistant

Key Requirements

- A Bachelor's Degree in a related Business Administrative field with 3 years experience; or an Associate Degree in a related field with 6 years experience;
- Strong organisational skills including filing, electronic document preparation, contract drafting, inventory management;
- Strong inter-personal skills with the capacity to greet visitors to the office and respond to CPDC's multi-stakeholder partners;
- Proven experience coordinating logistics for national and regional meetings;
- Proven experience in bookkeeping and the ability to use QuickBooks accounting software is an asset; and
- Previous experience working as part of a project team is an asset.

Key Tasks

- Providing customer service
- Assisting with all aspects of administrative management, directory maintenance, logistics, equipment and storage
- Managing inventory of assets and supplies, sourcing for suppliers (vendors) and submitting invoices
- Coordinating between departments and operating units in resolving day-to-day administrative and operational problems
- Scheduling and coordinating meetings, interviews, events and other similar activities
- Sending out and receiving mail and packages
- Preparing business correspondence, agendas, and presentations, typically using Microsoft Office (Word, Excel, PowerPoint, Outlook)
- Sending faxes and emails
- Managing documents and files
- Performing multifaceted general office support
- Sending and receiving documents for the company
- Answering the phone
- Assisting in various daily operations
- Operating a range of office machines such as photocopiers and computers
- Managing mailing or distribution lists as needed
- Greeting guests and visitors