

Administrative Assistant

Local Partner Development Jamaica

Job Description

1. Job Summary

The Administrative Assistant will join the Finance and Operations team and will provide general administrative support to ensure efficient operation of the office. The Administrative Assistant will support activities related to general office management, procurement of goods and services, inventory management, documentation systems, records management and will provide logistical support for the implementation of program activities.

2. Responsibilities

- Support the general execution of operational and administrative tasks.
- Serve as the Receptionist (front desk) of the project - exhibit polite and professional communication via phone, e-mail, and mail, takes messages or fields/answers routine and non- routine questions.
- Receive and distribute incoming mailing and coordinates outgoing mail, including courier services, and interoffice mail distribution.
- Assist with day-to-day administration, logistical and procurement tasks – responsible for issuing requests for quotes, requests for proposals and Calls for CVs as well as collecting responses and placing them in designated folders.
- Set up and maintain files, prepare reports, presentations and graphics, provide employees with office supplies, performs data entry, proofreads, and compiles special reports.
- Prepare and maintain documentation, plans, reports, schedules, databases, spreadsheets, logs, etc.
- Schedule meetings and handles meeting arrangements.
- Support the team in ensuring program activities are inputted on shared calendar.
- Provide logistical support for implementation of program activities, including coordination of materials and venue set-up.
- Respond to staff requests for administrative support as needed, including assistance with use of technology, printing, photocopying, scanning, etc.
- Maintains supplies inventory by checking stock to determine inventory level, anticipating needed supplies, placing orders for supplies.
- Ensure operation of equipment by completing preventive maintenance requirements, calling for repairs, maintaining equipment inventories and evaluating new equipment and techniques.
- Manage the scheduling of use of project vehicle.
- Manage scheduling of IT Support for team members.
- Support the coordination of travel authorizations and make travel arrangements such as booking flights, cars, and hotel or restaurant reservations.
- Manage office petty cash funds, including preparing bi-monthly financial report.
- Assist with managing office maintenance, including overseeing office cleaning company.
- Assist with team building activities.
- Perform other duties as assigned.

3. Qualifications and Competencies

Required Education and Experience

- High school diploma or Associate Degree in a related field.
- At least two (2) years of experience working in an administrative capacity.
- Experience working with nongovernmental organizations, community-based organizations and voluntary service are assets.

Required Knowledge and Skills

- Excellent interpersonal and teamwork skills
- Strong organizational skills, time management skills and ability to multi-task and prioritize work.
- Knowledge of office management systems and procedures
- Excellent verbal and written communication skills
- Sound integrity
- Strong critical thinking and problem-solving skills to plan, organize, and manage resources.
- Ability to motivate, influence, and collaborate with others.
- Detailed oriented with excellent quantitative and analytical skills
- Demonstrated spreadsheet and database software skills.
- Ability to handle complex and confidential information with discretion.
- Demonstrated proficiency in Microsoft Office 365 (i.e., Word, Excel, PowerPoint, e-mail)

This job description summarizes the main duties of the job. It neither prescribes nor restricts the exact tasks that may be assigned to carry out these duties. This document should not be construed in any way to represent a contract of employment. Management reserves the right to review and revise this document at any time.

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About FHI 360

FHI 360 is a nonprofit human development organization dedicated to improving lives in lasting ways by advancing integrated, locally driven solutions. Our staff includes experts in health, education, nutrition, environment, economic development, civil society, gender, youth, research and technology — creating a unique mix of capabilities to address today's interrelated development challenges. FHI 360 serves more than 70 countries and all U.S. states and territories.

About Local Partner Development

Local Partner Development (LPD) seeks to enhance the knowledge, skills, and abilities of the Jamaican civil society to design and implement evidence-based secondary and tertiary-level youth crime and violence prevention programs, while ensuring collaboration and coordination with key public and private sector partners. These concerted efforts will bolster crime and violence prevention interventions, seek to improve citizen security, reduce community vulnerability to environmental shocks and social crisis, and develop more resilient and cohesive communities. LPD is funded by the United States Agency for International Development (USAID) and is being implemented by FHI 360.