

July 2021

JOB TITLE: Administrative Assistant	DEPARTMENT: Administration
REPORTS TO: Diocesan Secretary	CLASSIFICATION: Clerical
JOB PURPOSE: To provide administrative support to the Diocese in the implementation and monitoring of Diocesan programmes and projects	

JOB SPECIFICATION:

Qualifications & Experience

- Post-secondary level education as evidenced by an Associate Degree, Administrative Professional Certification or equivalent qualification
- Minimum of 3 years' experience as an Administrative professional
- Competence in MS Office Suite (Word, Excel, PowerPoint, Access, Publisher as evidenced by a minimum of 3 years' progressive experience in applications

REQUIRED COMPETENCIES (*required behaviours for successful completion of the work*) :

- Ability to exhibit a professional approach to the completion of work assigned, ensuring that the final product is satisfactorily completed on time and in accordance with instructions and expectations.
- Ability to comprehend the priorities in work assignments and to exercise judgment and discretion in acting on those priorities.
- Ability to work cooperatively as a contributing member of a team to attain the goals and objectives of the work unit.
- Ability to understand the needs of clients and to treat them with equal courtesy and respect.
- Ability to communicate effectively both orally and in writing