



NEAL & MASSY CREDIT UNION
CO-OPERATIVE SOCIETY LIMITED

ADMINISTRATIVE ASSISTANT

JOB SUMMARY:

The Administrative Assistant provides general administrative and clerical assistance to Management.

REPORTS TO: Chief Executive Officer

KEY DUTIES/RESPONSIBILITIES:

Technical Support:

- Assist the Executive Assistant to the CEO with administrative support to Management as needed, including preparing reports, presentations and other documents.
- Establish and maintain physical and digital filing systems and file administrative records electronically or otherwise.
- Answer and direct phone calls to the appropriate team member.
- Works closely and effectively with the Executive Assistant to the CEO Office to keep her well informed of upcoming commitments and responsibilities.
- Assisting the Executive Assistant to the CEO with administrative support, and assistance to resolve administrative challenges.
- Liaise with Executive Assistant to CEO Office to order stationary items; and manage inventory, ensuring invoices are accurate and complete.
- Preparation of letters requested by members as per Member Services submission.
- Assists the Executive Assistant to the CEO in coordinating the agenda and papers for Management meetings and events
- Support the Executive Assistant to the CEO with tasks related to Operations by providing administrative assistance with contractor coordination and related documentation preparation.
- Performs other related duties as assigned.

Minimum Qualifications/Experience/Requirements

- Certification in Business Administration
- Five (5) CSEC/CXC O'Level passes including Mathematics and English A
- Proficient in Microsoft Office Suite
- A minimum of experience of (1) year in a similar position
- Familiarity with the co-operative philosophy and credit union operations will be an asset.

Skills and Abilities

- Excellent interpersonal and communication skills (oral and written)
- Excellent organizational skills with attention to detail
- Excellent time management skills with a proven ability to meet deadlines
- Must display initiative and exercise sound judgment
- Ability to prioritize tasks and work independently
- Professionalism and discretion when handling sensitive information
- Ability to function in a high-paced and at times stressful environment
- Knowledge of office administration, clerical procedures and recordkeeping systems