



ADMINISTRATIVE ASSISTANT

Position Description

REPORTS TO: Operations Manager/Planning Manager

TEAM: Admin

POSITION SUMMARY

The Administrative Assistant is responsible for the Reception and Administrative work of Taan and HaiCo. As such they are the face of Taan and HaiCo providing administrative support services as assigned. In general, provide support for operational matters such as vehicles, properties, filing and information systems maintenance, along with performing administrative support work for Taan and HaiCo staff.

KEY DUTIES AND RESPONSIBILITIES

The Administrative Assistant will provide support for the management team at both Taan and Haico. Some of the key duties include:

- Handling all receptionist duties, directing inquiries and mail appropriately
- Maintain the safety system for tracking Taan staff in the field
- Order and maintain all office supplies
- Maintain, tracking and organizing all transportation and housing needs for staff and contractors
- Maintain and organize all information flow, ensuring timely filing of all necessary materials

Other related duties as required

KNOWLEDGE, SKILLS AND ABILITIES

Working knowledge of good office practices;

- Excellent administrative and organization skills, strong capacity for detail and accuracy
- Effective communication skills
- Good interpersonal skills necessary for customer, vendor and team relations
- Proven integrity and capacity to maintain confidentiality
- Intermediate knowledge of office suite, general computer skills.

TRAINING, EDUCATION AND EXPERIENCE

- At least five years administrative experience.
- Formal training in office/administrative procedures
- Class 5 or better Driver's Licence

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