

HOUSING AUTHORITY**Position Description for: PERSONAL ASSISTANT TO GENERAL
MANAGER FINANCE & ADMINISTRATION**

POSITION	Personal Assistant
INCUMBENT	
DEPARTMENT	
LOCATION	
REPORTS TO	General Manager Finance & Administration
DATE	

Reporting Positions:

N/A

Purpose:

To manage and operate the affairs of the Office of The General Manager Finance & Administration including all required secretarial and administrative matters.

To contribute towards the achievement of departmental and divisional goals and objectives.

Accountabilities:

1. Ensure that adequate all administrative requirements of the Office are executed in an efficient and effective manner
2. Ensure that a comprehensive filing and retrieval system is in place which enhances speed, accuracy and confidentiality of documents processing and retrieval
3. Ensures customer satisfaction by exceeding expectations of customers in providing quality timely and precise response to customers' queries and requests.
4. Maintains exceptional internal/external relations to ensure the integrity of the office is maintained.
5. Compilation of reviews and reports for management and Board as required.
6. Maintain confidentiality of the requirements of the office of the General Manager Finance & Administration.
7. Adhering to HA policy; credit and legal and in line with relevant authorized operational procedures

Working Relationships:**Internal**

Board, Management and Staff

External

Customers

External Agencies: All Stakeholders

Major Challenges:

- This position involves range of activities, demands high level of confidentiality, efficiency, presentation skills, time management skills and ability to communicate and interact with wide range of people at all levels.

Competencies, Experience and Qualifications:

The following competencies, experience and qualifications are required to do this job:

- Diploma in Office Administration or Secretarial Duties
- 3-5 years of relevant experience.
- Computer literacy
- Good interpersonal skills
- Good communication (written and verbal) skills
- Willingness to learn and adapt.
- Highly motivated
- Rational thinking
- Problem Solving
- Team oriented
- Expertise , Judgment, Diplomacy
- Understanding Housing Authority's strategies, policies, procedures and operational guides