



Term of Reference

Position:	Secretary/Receptionist
Grade:	Support Staff Grade 7
Supervisor:	Finance and Administration Manager
Subordinate Staff:	None

Key responsibilities:

1. Provide reception and related support services. Receive visitors to the Commission as well as ensure the efficient reception, processing and distribution of postal, courier, telephone and fax communications.
2. Act as petty cash holder. Enter petty cash transactions into the financial system. Assist with the preparation of purchase orders and maintenance of related records.
3. Maintain a record of incoming and outgoing mail and courier deliveries. Undertake messenger and liaison duties with external contacts.
4. Maintain time and attendance records for Cleaners, Gardeners and Guards.
5. Maintain subsidiary records for telephone, water, trash and fuel use as needed.
6. Ensure collection, receipt and banking of personal phone and facsimile charges due to the Commission.
7. Monitor and maintain sufficient office stationery, kitchen items, bottled water and other needed supplies; query with staff on stationary needs and purchase supplies as necessary.
8. Expedite clearance on Bills of Lading and Airway bills and arrange delivery of goods.
9. Fuel office vehicles as needed and maintain logsheets for vehicle use.
10. Maintain visitors' logsheets and direct guests to appropriate locations.
11. Provide support for meetings as needed.
12. Undertake data entry as necessary.
13. Other duties as assigned.

Required Qualifications and Experience

1. Minimum requirement is a high school diploma with a 2 year associate' degree preferred.
2. 3-4 years of experience as a secretary, receptionist and or/related duties.
3. High level oral and written communication skills in English and Pohnpeian.

4. Excellent interpersonal skills and commitment to teamwork with demonstrated maturity and good judgment.
5. Demonstrated capacity to work alone without constant supervision and ability to meet deadlines.
6. Good computer skills and knowledge of Microsoft Word, Excel and Outlook.
7. Good understanding of switchboard and fax operations.
8. Must hold a current valid driver's license

Approved by the Executive Director: July 2017