TITLE: ADMINISTRATIVE ASSISTANT

RESPONSIBLE TO: Administrative and HR Program Manager

DEPARTMENT: ADMINISTRATION and Human resources

SUMMARY OF RESPONSIBILITIES

Under the supervision of the Administrative and HR Program Manager, the Administrative Assistant is a fulltime employee responsible for assisting the Administrative and HR Program Manager with the day-to-day management of the Micronesia Conservation Trust (MCT) office systems, administrative processes, equipment, equipment maintenance, inventory and others. Specific responsibilities will include but not be limited to the following:

- Fully responsible for answering telephones, screening calls and routing callers to appropriate parties;
- Greet and assist visitors.
- Maintain Correspondence logs and files;
- Carry out administrative duties such as filing, typing, copying, binding, scanning etc.
- Develop and Maintain Admin schedule (annual report due date, policy acknowledgements, holidays, subscriptions and routine payment due dates);
- Keep billings/payments (i.e. telecom, PUC, rent, insurance etc. and other routine billing/expenses and ensure timely payment;
- Assist in designing and maintaining filing systems and ensure that filing systems;
- Develop and implement maintenance schedule for MCT vehicle as well as assume responsibility for periodic repairs as required for MCT vehicles and other office equipment;
- Responsible for logging and tagging office furniture and equipment;
- Track usefulness of office equipment and advise on timing and method of disposal of unused/outrated/expired/damaged equipment and furniture;
- Track and replenish office stock and inventory as needed;
- Assist with logistical support for meetings, workshops and other MCT activities on Pohnpei and other venues as may be required;
- Responsible for logging Payment requests/TA’s/Payment Requisitions and Purchase orders;
- Responsible for office errands by distributing correspondence memos, letters to offices, and delivering documents for Boards to sign, etc.;
- Receive, sort and distribute mails received from the post office;
- Track and verify receipt of supply as needed;
- Assist with preparation of admin-related payment requests;
- Assist with travel arrangements such as booking flights, cars, and making hotels and restaurant reservations etc.;
- Perform other duties as assigned by the supervisor;