



The Southern Academy for the Performing Arts

**SOUTHERN ACADEMY FOR THE PERFORMING ARTS (SAPA)
JOB DESCRIPTION**

Executive Assistant - GM

SJD-2023-0104-

TITLE: EXECUTIVE ASSISTANT	POSITION STATUS: CONTRACT <input checked="" type="checkbox"/> PERMANENT <input type="checkbox"/>
DEPARTMENT: OFFICE OF THE GENERAL MANAGER <input type="checkbox"/> OPERATIONS MANAGER <input type="checkbox"/>	SECTION:
REPORTS TO: GENERAL MANAGER <input type="checkbox"/> OPERATIONS MANAGER <input type="checkbox"/>	SUPERVISES: N/A
INCUMBENT:	LOCATION: SAPA SAN FERNANDO

PURPOSE

The Executive Assistant works independently performing a wide range of complex and confidential administrative and clerical support duties.

KEY FUNCTIONS

Operational/Technical/Professional:

- Provides full executive support to the Manager/Coordinator and represents the Office and Administration to the public through personal, telephone, and electronic communications.
- Serves as principal administrative contact and liaison with all organization constituents and external contacts, typically including government and media agencies.
- Develops, implements, and administers departmental office systems and procedures. Establishes office procedures, policies, and operations. Interprets and communicates policies and processes.
- Monitors budget including tracking expenditures and providing reports. May prepare spreadsheets for budgets, grants, or contracts, including tracking and maintaining expenditures.
- Oversees the records management system and is responsible for day-to-day office operations and record keeping systems.
- Maintains filing system and confidential records ensuring files and documents are stored in accordance with current records management standards.
- Reviews, assesses, routes, answers and monitors follow up action steps on correspondence. Gathers and analyses information required for administrative reporting.
- Provides wide ranges of support including keyboarding, composing, and editing letters, memoranda, reports, educational materials, and presentations.
- Uses multiple technical applications including word processing, database management, spreadsheets, graphics and presentation software, electronic calendar, email, and other technical/scientific applications in executing the duties of the job.
- Manages complex calendars, arranges for meetings, appointments, and travel arrangements accurately and timely.
- Provides support in coordinating events, including conferences, seminars, and meetings ensuring effective implementation of all activities pertaining to successful completion of same.



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- Orders, issues, and maintains inventory of supplies and equipment ensuring an adequate supply of required resources to promote effective operations.
- Provides support in the preparation of vouchers, invoices and requisitions, posts entries in journals and ledgers and other routine accounting duties.
- Files memoranda, letters, reports, and other documents in accordance with the standards for proper records management.
- Generates a wide variety of documents such as letters, memoranda, minutes, reports, and spreadsheets utilizing appropriate software.
- Attends to inquiries and ascertains the business of callers and visitors and guides them accordingly.
- Operates standard office equipment such as photocopiers, scanners, facsimile machines, and binders.
- Assists in the preparation of budgetary and expenditure statement by collecting and inputting relevant data as directed.
- Executes any other related duties as assigned.

KEY RELATIONSHIPS

Internal All staff

External

Liaises with vendors, suppliers, government ministries and statutory authorities, consultants, hotels, conference centres, airlines.

PERSON SPECIFICATION

Education:

- A Bachelor's degree in business administration from an accredited college/university or any other relevant degree.
- Professional certificate in Office Administration is preferred.

Experience:

- A minimum of (3) Three years' experience in a similar role.
- Work experience in the tourism industry would be an asset.

JOB COMPETENCIES:

Knowledge/Skills

Knowledge of: Meeting Management, Administrative Management, Office Administration, Clerical Procedures, Bookkeeping, Records Management, Keyboarding, Contract Administration, Microsoft Office Suite including Microsoft Project, Project Administration, relevant Public Service rules, regulations, instructions, and procedures.

- Communication (oral & written)
- Teamwork
- Problem Solving and Analytical Thinking
- Planning and Organizing
- Business Acumen
- Relationship Management
- Advanced competence in the Microsoft Office Suite
- Types at a minimum of 50 words per minute
- Technical and Professional skills



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KEY ATTRIBUTES:

- Attention to detail, requires being careful and thorough about details, recognizing the impact of decisions.
- Results oriented, requires establishing and maintaining challenging achievement goals and exerting effort toward mastering tasks.
- Ability to analyze and recommend general office improvements, collect, and interpret information, apply criteria, and make recommendations.
- A self-starter with a high degree of energy and careful attention to detail. Strong sense of initiative and a process-improvement mindset.
- Highly flexible, creative, problem solver, with a strong ability to multi-task.
- Strong interpersonal skills, able to communicate up, down and across the organization and externally with diplomacy and tact.
- High level of confidentiality in processing and managing data and information.
- High level of professionalism, able to represent the office of senior executives with discretion and tact, presents a positive self-image.

WORK ENVIRONMENT

- This job operates in a professional office environment. This role routinely uses standard office equipment.