




Job Description Clerk Stenographer II

Position: Clerk Stenographer II	Reports to: Chief Executive Officer
Reporting Positions: <ul style="list-style-type: none"> • Support Staff 	Effective Date: February 2025
Approved By: Chief Executive Officer	Signature: 

Job Function:

The **Clerk Stenographer II** is responsible for overseeing the day to day operations of the office of the CEO and for providing support for the effective operations of the organisation. The person is the primary point of contact for all persons and has to manage multiple activities to enhance the professionalism and effectiveness of the Bowl's services.

Naparima Bowl's operations are guided by the highest levels of professionalism and service to both internal and external colleagues and clients. All activities must therefore be in alignment with its approved operating guidelines and standards, and all legal, statutory and regulatory requirements.

Principal Duties and Responsibilities:

1. Provides information by constructing, drafting, preparing, proof reading, editing, copying and transmitting documents and emails in accordance with pre-established specifications and standards.
2. Maintains the CEO's calendar by scheduling and facilitating appointments and meetings, and advising parties in a timely manner.
3. Takes minutes at meetings, transcribes documents, copies and prepares packages, makes catering and other arrangements for Board and Executive level meetings, and prepares expense reports, as required.
4. Provides support for the maintenance of human resource management and operational guidelines by updating as required and copying and distributing operational procedures and

guidelines and memoranda.

5. Provides accurate information by updating and maintaining employee files, databases, attendance register and leave schedules and leave usage, and preparing reports as required.
6. Maintains stationery and office supplies inventory by checking stock to determine inventory levels, anticipating needed supplies, expeditiously placing order for, and verifying receipt of supplies.
7. Develops, updates and maintains accurate filing, retrieval and retention systems in keeping with the company's requirements, and ensures that files are current and accessible, and are kept secured.
8. Keeps up-to-date register of names and contact information for all stakeholders, and shows clients the facility, as required.
9. Maintains professional and technical knowledge by attending educational workshops, reviewing professional publications and participating in professional societies.
10. Support the development and maintenance of a team environment by performing other related duties.

Qualifications and Experience:

- Certified Administrative Professional qualification or Diploma in Office Administration
- Three (3) to five (5) years experience in a similar capacity

Knowledge:

- Excellent knowledge of office management practices, policies and procedures
- Excellent knowledge of telephone techniques and protocol
- Excellent knowledge of Microsoft Office Suite – Excel, Word, PowerPoint

Skills:

- Excellent communication skills, written and oral
- Excellent interpersonal and relation management skills
- Excellent detailed oriented skills
- Excellent organisational and problem-solving skills

Abilities:

- Ability to establish and maintain effective working relationships with other employees and stakeholders