

Job Description

POSITION TITLE	Administrative Officer	Direct Reports	#
REPORTS TO:	Chief Information Officer	Indirect Reports:	#
UNIT/BRANCH/DIVISION	CIO	Date approved:	##/##/####

Function

This position resides in the CIO Division of Company X and report directly to the Company X CIO. It provides administrative support and assistance to the Chief Information Officer and his/her direct reports.

Role Description

The Administrative Officer has a broad range of responsibilities associated with supporting the administrative needs of Company X CIO office. The primary activities of this position is assisting the CIO and his staff in managing day to day operational needs, with respect to coordinating and scheduling meetings, drafting / preparing correspondence and slide presentation.

Key Accountabilities

- Support the Chief Information Officer to manage his/her workload and activities.
- Co-ordinate and maintain the Chief Information Officers diary, including organizing of all appointments and meetings.
- Draft and edit substantial correspondence and reports, including matters of a highly confidential nature.
- Maintain a filing system for the CIO this role is PA to which enables the timely retrieval of documents.
- Monitor and maintain the “work in progress” to ensure timely follow up and completion.
- Provide a personal and telephone interception service.
- Liaise with and greet staff, visitors and associates.
- Assist in minute taking in meetings, including preparing agendas, and drafting minutes.

Key skills, behaviors and experience

Applicants must demonstrate they are able to undertake the inherent responsibilities of the position as contained in the position description and are able to meet the following Key Selection Criteria:

- Demonstrated ability to plan, organize and priorities work for self and CIO this role is PA to in an environment with multiple and conflicting demands.
- Relevant experience in a secretarial/administrative/executive assistant role.
- Ability to draft and format complex written documents.
- Ability to work under pressure with conflicting priorities, meet strict deadlines and pay attention to detail.
- Well developed communication, interpersonal and advocacy skills.
- Ability to exercise initiative and work both independently and co-operatively as required.
- Ability to maintain confidentiality and handle sensitive matters diplomatically and discreetly.
- Accurate word processing skills and a broad knowledge of a range of computer packages, including, Word, Excel, Powerpoint, Lotus Notes (email), Internet.