

JOB DESCRIPTION

Position: Secretary to the CEO

Department: Executive

Code: CEO_ES01

Location: Main Office

Salary grade: Grade 6/8

Rate: \$25,797/\$44,767pa

Position Primary Objective:

The Executive Secretary is responsible for providing secretarial and administrative support services to ensure the effective and efficient management of the CEO office.

Duties and Responsibilities:

1. Read and analyse incoming memos, submission, and reports in order to determine their significance and plan their distribution.
2. Open, sort, and distribute incoming correspondence, including faxes and email.
3. File and retrieve corporate documents, records and reports.
4. Greet visitors and determine whether they should be given access to specific individuals.
5. Prepare response to correspondence containing routine inquiries.
6. Organise and perform general office duties such as ordering supplies, maintaining records management systems, and effective administration of the CEO office.
7. Provide office support services in order to ensure efficiency and effectiveness within the Executive Department such as:
 - a) Receive, direct and relay telephone message and fax messages
 - b) Direct the general public to the appropriate manager
 - c) Maintain the general filing system and file all correspondence
 - d) Assist in the planning and preparation of meetings, conferences and conference
 - e) Make preparations for the Board Meeting and other committee meetings
 - f) Maintain an adequate inventory of office supplies
 - g) Respond to public inquiries
 - h) Provide word-processing and secretarial support when needed
 - i) Attend to Board, committee and CEO meetings arrangements
 - j) May be called upon to record minutes of Board meetings
8. Responsible to CEO in the allocation and distribution of assigned work to staff.
9. Deal with all incoming enquires and appointment for the CEO internally and externally.
10. Responsible for typing correspondence and ensure outgoing mail is delivered timely
11. Organise, filing and clearing of documents, files and other correspondences from the desk and office of the CEO at all times
12. Responsible for the recording, distribution and accounting of the office mail
13. Deal with various activities like catering and other services for meetings.
14. Responsible for follow up, compilation and distribution of Board and committee meeting papers.
15. Follow up and remind Managers of work as instructed by CEO and Board.

16. Other duties as directed.

Skills and Knowledge

The incumbent must be able to demonstrate skills and knowledge in the following areas:

- Office administration
- An understanding of relevant legislation, policies and procedures of the Bank and Government
- Excellent customer service to manage all types of people and background
- Effective coordination skills to enhance efficiency in turnaround of tasks and decision implementation by management.
- People person and able to work with other divisions
- Analytical and problem solving skills
- Effective verbal, listening and written communications skills
- Computer skills including the ability to operate and work on MS Word and Excel
- Effective time management to enhance efficiency of the CEO office.

Personal Attributes:

The incumbent must maintain strict confidentiality of information within the Office of the CEO.

The incumbent must also demonstrate the following personal attributes:

- Be committed, honest and trustworthy
- Passionate about the work and overall goals of the Bank
- Be respectful and loyal
- Possess cultural awareness and sensitivity
- Be flexible and adaptable
- Demonstrate sound work ethics

Selection Criteria:

1. Minimum qualification of Diploma in Secretarial Studies or higher in business related discipline. (essential)
2. At least three (3) years of relevant proven experience in secretarial, administrative and office management. (essential)
3. Must have excellent verbal and written communication skills in both English and Samoan. (essential)
4. Must be computer literate in various Microsoft programmes especially in MS Word, Excel, Power Point and Publisher. (essential)
5. Must have excellent administrative, time management and organisational skills to be able to work confidently with little supervision. (essential)
6. Sound knowledge of all legislations, regulations, systems and procedures guiding the Bank or ability to acquire the same. (desirable)