

## Secretary

### Overview

The Secretary will manage the reception office in an efficient way to support students, faculty, and visitors.

### Qualifications

- Education: Diploma in Secretarial Studies; or Business and Office Management; or equivalent qualifications from a recognized University/Institution.
- At least 2 years of office experience
- Proficient with Microsoft Office Suite.
- Excellent typing skills.
- Ability to maintain confidentiality.
- Excellent written and verbal communication skills.

### Responsibilities

- Receive visitors and direct them to required offices.
- Type, print, and photocopy teachers' work as requested.
- Keep the office tidy and change toilet towels on daily basis.
- Make outgoing and receive incoming calls, update calendar and timetables on boards, make classroom locations for all incoming monthly classes.
- File documents, as well as entering data and maintaining databases.
- Monitor office supplies and request replacements as needed while staying under budget.
- Assist faculty members with any tasks assigned.
- Perform miscellaneous job-related duties as assigned.

### Competencies

- Adaptability to change and willingness to adopt new processes and ideas.
- Excellent organization skills.
- Strong computer literacy.
- Good interpersonal and communication skills.
- Excellent attention to detail.
- Tact, discretion, and diplomacy.

### Please Note:

- Only shortlisted candidates will be contacted.
- Shortlisted candidates shall be required to bring along with them; their original certificates of 'O' and 'A' Level; Bachelor's Degrees Academic Qualifications; Transcripts and Certificates; other Certificates; National Identity Cards during Interviews.