

Autistic Society of Trinidad & Tobago



JOB TITLE: Administrative Assistant

REPORTS TO: Centre Manager

LOCATION: Autism Place, D'Abadie

TYPE OF ORGANIZATION: NGO

SUPERVISES: Not Applicable

Purpose of the Job:

- To provide support to the Centre Manager and to the Executive to ensure ASTT's office is managed efficiently and effectively
- To assist with all administrative duties, including correspondence, reports, filing, records, maintenance, repairs, etc
- To liaise with clients, families, therapists, funders, suppliers and all who interact with ASTT

Duties & Responsibilities

- Provide assistance to Centre Manager and Executive as required
- Maintain all office files and records for staff, clients, members, etc
- Design internal forms as necessary, eg, time sheets, time-off sheets, client info documents, consent forms, etc
- Produce time sheets: record and maintain punctuality and attendance statistics for all staff (inclusive of therapists) periodically producing up-to-date data for Centre Manager
- Monitor maintenance of building and property and ensure repairs are carried out efficiently
- Maintain all office supplies, eg, cleaning and stationary - purchasing included
- Administer Petty Cash float
- Administer collection of cash: receive fees/issue receipts/follow up with thank you letters
- Compile bank deposits
- Receive telephone calls, take messages and redirect as necessary
- Liaise with parents and members
- Type correspondence including job letters as requested by staff for visas, banks, etc
- Ensure TD 1s are completed annually

Academic/Technical/Management: Experience and Qualifications:

- Training in Management or Administration as evidenced by a Diploma
- Good computer skills
- Strong administrative skills
- Relevant experience in the Sector would be an asset
- Knowledge and experience in training
- Minimum of three years experience in office management or human resources

Abilities, Skills, Aptitude and Judgment:

- Thoroughly understand the functions and operations of the organization
- Ability to communicate clearly and effectively
- Good presentation skills
- Superior interpersonal and management skills
- Highly organized and detailed
- Excellent people skills
- Personal as well as professional integrity
- Assertive, enthusiastic and purposeful

AUTHORISATION/CONFIRMATION

Job Holder's Signature:

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Date:.....

Manager's Signature (or authorized signatory):

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Date:.....