

BAHAMAS POWER AND LIGHT COMPANY LTD.

VACANCY NOTICE



VN.NO. 2024-33

ADMINISTRATIVE ASSISTANT

A vacancy exists in the Company for the position of **Administrative Assistant, Planning Office** in the Planning & Engineering Division.

The Position

This job is located in the Planning Office Department with overall responsibility for administrative and secretarial services to the department management team. The job screens calls and visitors; schedules appointments and meetings; and prepares letters, memos and reports. Requires strong organizational and interpersonal skills, and excellent written and verbal communication skills. Good computer skills are required. Must be highly confidential. The job holder works under general supervision with the use of judgment as required.

Responsibilities of the position include, but are not limited to, the following:

- Performing office administrative services including drafting general and standard correspondence, typing and filing, dictation, preparing and typing minutes of meetings;
- Documenting and recording staff records and liaise with various departments regarding administrative matters;
- Coordinating, initiating, preparing, processing, and/or monitoring various administrative/financial/operations, forms, records, reports, schedules, and other documents, ensuring timely and accurate completion of same;
- Organizing and maintaining various departmental files and records, frequently involving cross filing/cross reference systems;
- Performing a variety of tasks related to the development and maintenance of computerized departmental records using personal computers: design and basic programming of appropriate data base input; ongoing use of the system, involving regular data input and using programs to generate a variety of regular and special reports;
- Developing and maintaining various logs and other manual record-keeping systems related to assigned functions;
- Compiling a variety of information from both manual and computerized records and files for regular and special reports, and in response to specific requests from the division management team;
- Performing basic liaison functions with other departments; explaining policies / procedures, answering various questions, coordinating services / assistance, handling special requests or problems, routing to manager as appropriate;
- Performing other specialized or technical administrative tasks related to the department's primary function;
- Conferring regularly with immediate supervisor, other department personnel, and/or various firms/organizations/individuals outside the department to plan and coordinate activities, exchange information, resolving problems, and the like;
- Assisting with the preparation of monthly and other related reports;
- Performing other related duties as assigned.

Job requirements include:

- A minimum of a Bachelor's Degree in Business Administration / Office Administration / Administrative Office Management OR Business Management with 4 - 5 years' experience OR an Associate's degree in Secretarial Science Studies / Office Administration with 6-8 years' experience.
- Excellent administrative and organizational skills, and excellent written and verbal communication skills.
- The ability to use a computer's word-processing and spreadsheet tools.
- The ability to operate standard office equipment.
- Experience in organizing and maintaining moderately complex filing and record systems.
- Must be highly confidential.

Interested persons should apply to Afuture@bplco.com on or before: **August 16, 2024.**

Only candidates meeting the criteria will be contacted.