

## JOB DESCRIPTION

<b>JOB TITLE</b>	Office Assistant
<b>DEPARTMENT/UNIT</b>	Operations/Administration
<b>REPORTS TO</b>	Procurement Officer
<b>DIRECTLY SUPERVISES</b>	-
<b>INDIRECTLY SUPERVISES</b>	-
<b>TERMS</b>	Permanent <input checked="" type="checkbox"/> Contract <input type="checkbox"/> Full-Time <input checked="" type="checkbox"/> Part-Time <input type="checkbox"/>

### Job Summary

The Office Assistant is responsible for accurate delivery of bank documents and general assistance of task within and out of the office.

### Essential Duties and Responsibilities

1. Deliver mails and documents to various organizations and businesses within Georgetown.
2. Deliver all registered mail received from the Bank's Post Office Box.
3. Obtain customer signature in Hand Mail register for documents delivered.
4. Make payments as required on behalf of the bank.
5. Communicate all errors of delivery to the supervising officer immediately.
6. Assist with movement of furniture and equipment around the office.
7. Purchase and distribute drinking water for daily use in the office.
8. Make miscellaneous purchases around Georgetown.
9. Assist with various functions/events organized by the bank.
10. Assist with fund transfer related assignments.
11. Assist with packaging of documents for various projects and vaults.
12. Undertake all such other duties and responsibilities as may be assigned by Management from time to time.

### Essential Education and Experience

- One (1) year's relevant work experience

<b>Desirable Qualification</b>
<b>N/A</b>
<b>Knowledge/Skills and Abilities</b>
<ul style="list-style-type: none"><li>▪ Knowledge of business and companies around Georgetown.</li></ul>