

JOB DESCRIPTION

SECRETARY  
MINISTRY OF THE ATTORNEY GENERAL

Duties/Responsibilities:

- Provides data entry, retrieval and management services.
- Undertakes basic research on behalf of the Chamber Manager and generates simple reports as necessary.
- Maintains a computerized database of files and correspondence movement.
- Maintains a computerized system for requests received internally and externally and actions taken by relevant legal staff.
- Receives and dispatches correspondence.
- Makes booking with Office Management for the use of the Conference Room arranges meetings as necessary.
- Attends meeting and takes notes/ minutes as directed by the Chamber Manager.
- Receive and makes telephone call.
- Performs related duties as assigned by the Chamber Manager.

Qualifications and Experience:

Candidates should possess certification such as APS/ABE any equivalent qualification. Working experience in a legal environment would be an asset.

Required Competencies:

- Good communications skills.
- Good interpersonal and human relations skills.
- Basic planning and organizing skills.
- Basic networking skills.

Sound knowledge of relevant computer applications.