



Applications are invited for the position of:

Receptionist/Administrative Assistant

The post holder performs administrative duties to support all sections as required.

Principle Accountabilities:

- Perform receptionist duties as required on a daily basis.
- Process all incoming telephone calls, directing them to the appropriate person/s.
- Assist customers with over-the-counter queries and escort them to their meetings.
- Carry out duties such as photocopying, drafting letter and conference room bookings.
- Daily retrieval and distribution of messages on the Voicemail from the General Delivery Mailbox.
- Logging in and tracking of all mail correspondence via automated mail tracking system - QTrack®
- Prepares requisition requests for Purchase Orders relating to Administration and Operations.
- Provide monthly Q-Track reports the Human Resources Manager.
- Ensure customer complaints and requests are directed to the Administration & Operations Assistant for processing in accordance to the NRA Customer Service Charter Plan.
- Weekly filing general correspondence and any other documentation.
- Assist (when needed) the Administration & Operations Assistant with the hand delivery of special documents and retrieval of items requested as necessary to support the operation of the NRA.
- Assist the Administration & Operations Assistant with service requisitions & work orders in Cartegraph.
- Maintains stock and assists in the ordering, receiving, stocking and distribution of the office and kitchen supplies.
- Rotate coverage with the Administration & Operations Assistant of the NRA emergency Complaints hotline. Assist with projects and task as required by senior managers.

Qualifications, Experience and Skills:

- Post holder should have a High School Diploma with 2 -3 O'Level passes or equivalent, two of which should preferably be English and Mathematics with good communication and computer skills.
- Minimum one (1) year working experience, in administrative role, preferably in an environment related to the construction industry and possess the ability to communicate effectively with the general public.
- Honesty, punctuality, reliability, flexibility and an industrious and cheerful disposition are essential to the effective performance of this job.
- Proficiency in the use of telephone, photocopier and scanner is essential. Particular attributes required are the ability to maintain confidentiality, conduct effective communications and work as part of a team.
- Must possess a valid driver's license.

The NRA offers an excellent compensation package, including pension and health insurance. Salary range for this position is **Grade P CI \$33,120 – CI \$44,508** commensurate with qualifications and experience.

NRA Application form and job description for full job details are available online at www.caymanroads.com. **Interested Caymanians can submit a NRA job application and resume in confidence no later than April 19th 2024 to:**

Chief HR Officer
National Roads Authority
P.O. Box 10426
Grand Cayman, KY1-1004, Cayman Islands,
Email: Recruitment@nra.ky