

JOB DESCRIPTION

Job Title	Project Assistant	Job Reference No.	
Department	Operations	Created / Revised	September 2023
Reports to	Assistant Manager- Operations	Staff Supervised	Nil

Type of position: Full-time Part-time Contractor Intern

JOB SUMMARY

To provide support to the Operations Department

ACCOUNTABILITIES

- Carry out end-to-end data entry processing of client requests in accordance with established protocols and standard operating procedures
- Collect, record, and distribute all incoming correspondence for the department
- Prepare Individual and/or Group Contracts
- Type and prepare all correspondence for mailing
- Draft correspondence for review/approval
- Respond to all verbal and/or written customer queries as requested by the sub-units
- Generate reports as needed by Management
- File all documents in a timely manner
- Perform other related duties as assigned

SKILLS REQUIREMENTS

- Excellent communication skills (verbal and written)
- Ability to operate in a fast-paced environment and to meet tight deadlines

EXPERIENCE REQUIREMENTS

- 2 years' Data Entry experience

EDUCATION, KNOWLEDGE, AND CERTIFICATION REQUIREMENTS

- Five (5) CXC/GCE Ordinary Level Passes (including English Language and Mathematics)
- Proficient in the use of the Microsoft Office Suite (e.g., Word, Excel, PowerPoint)