

Job Title	Administrative Officer I
Department	Administration Unit
Reports To	Administrative Officer II
Location	34 Main & Hope Streets, South Cummingsburg, Georgetown, Guyana
Objective	The main purpose of the Administrative Officer I is to coordinate, direct, and supervise, and to provide administrative support to staff and Management by ensuring the smooth flow of transportation, housekeeping, office communication, mail handling, inventory, reception, and facilities maintenance.
Job Responsibilities	<ul style="list-style-type: none"> • Participates in strategic planning meetings and provides input on administrative matters. • Participates in budget preparation and planning activities and makes inputs with a view to ensuring that adequate financial resources for office administration are catered for. • Verify and ensure timely payment of all utility bills and query any discrepancies with the respective utility company. • Verify monthly invoices and supporting records submitted by the Guyana Police Force for building security services provided at the BOS head offices and other locations. Confirms claims for Payment with the Chief Security Officer (CSO). • Oversee the work of the Cleaners, Receptionist, Office Assistant, and Handyman. • Facilitate the monthly distribution of beverages to HODs /Senior Staff and cleaning supplies. • Facilitate timely re-ordering of drinking water. • Facilitate ordering and collection of snacks and meals from caterers for meetings, training programs, or small events. Note that large orders requiring CS/Tender Board approvals must go through the Procurement Unit. • Facilitate preparation of training room and boardroom for meetings, training activities, etc. • Oversee the distribution of uniform items, jerseys, shirts, and t-shirts to staff and record the same. • Advises and assists subordinate staff in office management. • Handles employee inquiries and concerns related to administrative matters. • Generate monthly reports on the distribution of cleaning supplies and other admin supplies (toiletries), water, etc.
Job Specifications	<ul style="list-style-type: none"> • A Diploma in Social Science from a recognized University in Public Management, Business Management, Public Administration, Administrative Management, or Management Studies. • A minimum of three (3) years' post-qualification experience as an Administrative Assistant or similar with supervisory responsibility. • Must be proficient in Microsoft Office, especially Microsoft Word and Excel.