

# VACANCY ANNOUNCEMENT

A Public Regulatory body seeks a suitably qualified person to fill the position of

## ADMINISTRATIVE ASSISTANT - SUNYANI

Responsibilities will include:

- Provide secretarial/clerical duties for designated Directorate/Departments.
- Book appointments and receive official guests and visitors.
- Place, receive and direct official telephone calls to appropriate personnel in a business-like manner.
- Receive record and distribute incoming/outgoing official correspondence.
- Receive complaints from consumers and maintain/update a consumer complaints database.
- Type letters/memos and reports.
- Provide protocol services in coordinating the arrangement of meetings/conferences for PURC.
- Participate in making available necessary logistics for training programmes and other official events.
- Provide customer care/front desk services for PURC.
- File office records and documents.
- Keep/ maintain a log of all visitors and clients at the reception.
- Maintain a log of all out-going calls.
- Maintain record/inventory of all stationery and office logistics.
- Coordinate the activities of the Janitorial staff.
- Perform any other duties assigned by Manager/Supervisor.

## EDUCATION/ EXPERIENCE

- Minimum of HND in Business Administration or its equivalent
- A Bachelor's degree

## EXPERIENCE

- One (1) year relevant working experience.

## KNOWLEDGE AND SKILLS

- Knowledge/understanding of office practice and management.
- Interpersonal and communication skills (oral and written).
- Planning and organizing skills.
- Ability to maintain confidentiality of information.
- Good interpersonal skills with customer service orientation.
- Ability to meet deadlines and attention to details.
- Knowledge in the use of Microsoft Word, PowerPoint, Excel, internet and other communications software and tools (Telephone, Fax, Scanner, Photocopier, etc.)
- Basic knowledge of the operations of utility service providers.

## **MODE OF APPLICATION**

Interested persons should submit their application together with CVs, photocopies of certificates and two referees to:

**The Executive Secretary  
P. O. Box CT 3095  
Cantonments – Accra**

Or personally delivered at the Commission's office at

**No 53 Liberation Road  
Adjacent to Accra Regional Hospital  
Ridge - Accra**

Not later than 2 weeks from the date of the publication of this advertisement.

***NB: Please note that only shortlisted applicant will be contacted.***