

Administrative Assistant GSO

Basic Function of Position

Provides secretarial and administrative support to General Services Office in order to ensure that services are provided in an effective manner and clients receive the highest level of customer service. Assists Visits Coordinator with hotel reservations and official visits support. Is Contracting Officer's Representative (COR) for school bus and other small contracts. Is Sub-Cashier for GSO section.

Major Duties and Responsibilities

% of time

Office Management

50%

Serves as assistant to S/GSO and A/GSO. Maintains the S/GSO's working calendar; schedules appointments and follows up to ensure the engagements are kept. Assists S/GSO and A/GSO with travel authorizations and vouchers, procurement, service and maintenance requests. Assists in the planning and preparation of meetings, conferences and conference telephone calls. Schedules conference rooms for meetings and DVC meetings. Develops and maintains spreadsheets and presentations under the direction of the S/GSO. Combines the weekly report of GSO for S/GSO. Keeps track of WDP & EPR of all GSO and provides S/GSO a list of GSO trainings for HR. Provides general clerical and secretarial support to the GSO section. Assists the S/GSO in Crisis Management matters, to include training assistance, phone tree maintenance.

Timekeeper for Procurement, Visits, Customs & Shipping, Housing, and A/GSO, approximately 25 employees. Supervises summer hires as required.

Maintains the Contacts database and gratuities list updated for the entire GSO section. Responsible for maintenance of My-Services including editing responsibilities as a "super user" to ensure flow of requests. *Responsible for entering and following My-Services requests for GSO. SharePoint coordinator Subject Matter Expert for GSO website. Serves as the main procurement action person in ILMS for S/GSO, A/GSO, Visits Unit and Housing. Acts as the GSO's main POC for public relations.* Required to deal extensively with a wide range of Embassy staff, including Embassy officers, visiting dignitaries and their spouses, maintenance workers, hotel executives, vendors, contract firms, etc. Receives, directs and relays telephone messages. Serves as the main POC for GSO maintaining GSO Help Desk mailbox.

Contacts all New Arrivals for GSO/FAC In-brief and schedules Residence Familiarization with FAC and GSO Housing. Directs visitors and internal personnel to the appropriate GSO staff member. Manages the Post Parking Program, registering private and government owned vehicles; issuing parking permits and maintaining database. Maintains the daily scheduling of Embassy's conference rooms (11). Acts as the Embassy's main POC for Gratuities and End of Fiscal Year, combining the lists of all Embassy Offices for procurement purchase. Provides the highest levels of customer service and ensures that all clients receive courteous and efficient service.

Visits Coordination back-up; VIP support

20%

Assists the Visits Coordinator in hotel reservations and Motorpool schedule, to include assisting with Embassy VIP visits and routine visitors, including State Department and other agency employees. Maintains contacts with local hotel officials to ensure that reservation/cancellation process is being accepted. Responsible for creating and maintaining phone cards for official visits.

COR

20%

Serves as the Contracting Officer Representative for the School Bus contract maintaining a spread sheet with the entire student's information for supported school(s), dealing directly with the provider for any changes. Acts as the main POC for potable water and cooking gas, assisting all American employees with vendor orders when needed.

Embassy sub-cashier

10%

Acts as Embassy sub-cashier for all the petty-cash transactions in GSO and other sections, with an advance of approximately US\$900.00. Reports all the expenses directly to the Cashier by preparing the necessary Replenishment Vouchers with the correspondence accounting classification.

Note: "This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency."