



Land Transport Authority (LTA)

Job Descriptions

Job Title

Executive Assistant

Number of Employees in the Division

Job Code: EA 01

Overall Purpose of Job

To ensure high level of performance, accuracy, dedication and promptness for secretarial services required by the General Manager and Management Team.

Reporting to: The General Manager for effective and efficient management of the GM's office

Duties and Responsibilities:-

1. Provide an efficient office management system.
2. Manage database for accuracy of General Manager's records management system
3. Provide assistance on report writing and drafting of all general correspondence for the General Manager.
4. Maintain and update filing system for the General Manager's office correspondence.
5. Implement a proper system for handling of incoming and outgoing mails.
6. Coordinate technical advice for the General Manager.
7. Provide receptionist services and compilation of papers
8. Perform administrative tasks and implement of an effective Bring Up system
9. Prepare monthly reconciliation of budget expenditure against actual spending for the Office of the CEO and the Office of the Minister.
10. Supervise the administrative support staff in the Office of the General Manager
11. Prepare progress reports on achievements against budget performance measures for the Office of the General Manager
12. Assist with database management for all payments, sub-component tender / bid submissions received at the Samoa Tenders Board, successful bidder, duration of contract, date of contract signing, contract effective start date and contract price or ceiling.

13. Maintain project records and Library reference books for retrieving data in hard copies or electronically.
14. Prepare power-point presentation for General Manager when required

Special Requirements of Job:

Office Computer, Photocopier, Printer, telephone & fax machine.

Salary: \$30,835 /33,601 p.a

COMPETENCIES:

1. Office Management
2. Database Management
3. Records Management
4. Advance computer skills
5. Networking
6. Time Management
7. Stress management
8. Public Relation skills
9. Customer services skills

SELECTION CRITERIA:

Experience:

Minimum 3- 5 years of relevant work experience

Qualification:

Degree in Public Administration or Management or in a relevant discipline

➤ **Desirable**

- Knowledge about relevant legislations (LTA Act & LTA Regulations)
- Demonstrated ability to work under minimum supervision
- Valid Drivers License with a clean Police Report

Selection Criterias:

1. At least 5 years relevant working experience. (ESSENTIAL)
2. Minimum qualification of a Bachelors degree in Public Administration / Management or in a relevant discipline (ESSENTIAL)
3. Demonstrated ability to implement an effective office management system.(ESSENTIAL).
4. Must be computer literate in Microsoft office programs (Word/Excel/ Access, Powerpoint (ESSENTIAL)
5. Demonstrated ability to implement an effective Records Management system is (ESSENTIAL.)
6. Demonstrated ability to communicate effectively in both English & Samoan both written and orally (ESSENTIAL.)
7. Must have very good public relation skills in dealing with the internal/external customers. (ESSENTIAL)