



Job Description
Administrative Assistant
Division: Corporate Services

JOB DESCRIPTION	
Job Title	Administrative Assistant
Salary Range	\$18,758.00 p.a.
Location	Main Office @ Matautu-Tai
Hours of work	Monday to Friday, 8.30am to 5pm
Reporting to	AGM Corporate Services to achieve desired outputs
Responsible for	N/A
Contractual Status	Permanent Subject to six months probationary period
Primary Objectives	The Administrative Assistant will provide support to Payroll, Leave record keeping and Clerical services. She/he will assist with serving staff requests and assist the Executive Secretary of the General Manager when the need arise.
Key Responsibilities, Tasks and Activities	<ul style="list-style-type: none"> ❖ Assist with verifying timesheets and attendance books on vessels and terminals ❖ Cross check leave cards and available balances ❖ Assist with filing and maintaining staff files ❖ Process pay in the absence of the payroll officer ❖ Assist with end of month payroll reconciliation ❖ Provide Assistance to the Executive Secretariat ❖ General office administration work ❖ Any duty as directed by AGM Corporate Services
Selection Criteria (Personal Specification)	
Experience	<ul style="list-style-type: none"> ❖ A minimum of (3) years relevant working experience as an Administrative Officer or related areas ❖ Good communication skills in both English and Samoan ❖ Attention to details and must be a team player ❖ Must be computer literate

Skills & Qualifications	❖ Must have minimum qualification in Diploma Business Administration or related tertiary qualification
Continued Professional Development	The Samoa Shipping Corporation is committed to provide CPD for the successful candidate. SSC expect the successful candidate to undertake available training courses to enhance personal knowledge, skills and experience.