

Job Description



Job Title	Clerk
Department/Institute	General
Reporting to	Senior Administrative Officer or as per exigencies
Main Objective	To provide clerical and administration support

1. To perform standard office procedures including scheduling appointments processing mail, answering phone calls, ordering supplies, typing and filing.
2. To file all documents, papers, letters and records for quick and easy access and retrieval; to maintain and update files.
3. To prepare, issue, and send out receipts, bills, invoices, statements, when required.
4. To answer phone calls, respond to routine enquiries, take messages and direct them accordingly.
5. To attend meetings as requested and to take minutes during such meetings;
6. To make proper and efficient use of office equipment.
7. To carry out cashier duties when required.
8. To type reports, memos, letters and other documents pertaining to the unit, Institute or Department.
9. To assist in the preparation of proposals, reports, data and research.
10. To track the progress of various assignments.
11. To keep oneself updated on MCAST activities/products/services so as to answer enquiries in a professional manner.
12. To provide clerical support to the rest of the staff as required.
13. To ensure a high standard/quality of work and service throughout.
14. The list of duties can change according to the exigencies and demands of MCAST within the same grade of the post.