

## **Job Description**

Job Title	Clerical Assistant
Department/Institute	Various
Reporting to	As per exigencies
Main Objective	To provide clerical and administration support

- 1. To perform clerical duties;
- 2. To operate office equipment such as photocopiers, binders, etc.;
- 3. To assist staff in mailing duties like preparing, packing and sorting incoming and outgoing mail;
- 4. To deliver and collect mail, documents and small packages;
- 5. To ensure that items are delivered to the intended recipient;
- 6. To assist in the preparation of other material connected with the organization and coordination of administrative and other programmes within the MCAST;
- 7. To answer phone calls and route them properly;
- 8. To correspond with students, lecturers and other staff members as directed;
- 9. To enter data into data systems, such as the attendance system;
- 10. To allocate classrooms to appropriate lecturers;
- 11. To provide support, as required to the other members of staff
- 12. The list of duties can change according to the exigencies and demands of MCAST within the same grade of the post.