



Job Title	Administrative Assistant
Department/Institute	General
Reporting to	Director
Main Objective	To assist in main areas of the administration and to take responsibility of specific areas within various departments as designated.

1. To perform tasks connected with the organization and co-ordination of administrative and other programmes within MCAST.
2. To perform duties such as typing, filing, retrieving records and correspondence, photocopying, scanning, mail processing, and ordering supplies.
3. To scrutinize, check and cross-check accounts, claims and returns.
4. To prepare returns, accounts or statistics in a prescribed form.
5. To collect and pay cash and take responsibility for such collection and payments and for the keeping of relative records.
6. To transport cash, as specified within the MCAST manual of procedures, between MCAST sites and designated banks.
7. To keep records, issue stores related to office resources and take responsibility for receipts and related issues.
8. To attend meetings as requested and to take minutes during such meetings.
9. To track the progress of various assignments.
10. To perform reception or front office duties, handle queries and provide guidance to staff and students.
11. To supervise subordinates, if any, in meeting their work objectives.
12. The list of duties can change according to the exigencies and demands of MCAST within the same grade of the post.