Job Description

Job Title	**Administrative Officer**
Department/Institute	**General**
Reporting to	**Head of Department**
Main Objective	**To provide day to day administrative support within an office environment**

1. To undertake tasks connected with the organization and co-ordination of academic and other programmes within MCAST in general, or within a particular Institute of the College.

2. To collect material and assist in the preparation of proposals, reports, data and research.

3. To file and retrieve records and correspondence and to keep sensitive material in confidence.

4. To attend meetings as requested and to take minutes during such meetings.

5. To track the progress of various assignments.

6. To take minutes as and when directed.

7. To regularly inform superiors of deadlines and problems and to keep them informed of developments and activities undertaken;

8. To perform clerical and secretarial functions such as typing, filing, photocopying and processing mail;

9. When necessary, to perform reception duties.

10. If performing duties in any particular Institute, to act as a link between the Department and the Administration of MCAST.

11. The list of duties can change according to the exigencies and demands of MCAST within the same grade of the post.