



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 co-ordination 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.