

POSITION DESCRIPTION: ADMINISTRATIVE ASSISTANT (Embassy OBO-Overseas Buildings Operations project)

This document lists the major duties and responsibilities of the OBO Administrative Assistant

MAJOR DUTIES AND RESPONSIBILITIES

1. The OBO Administrative Assistant is responsible to assist with budget preparation and provide guidance, suggestions, and advice to the OBO PD and OBO management staff on all office budget matters, including procurement, quotations, cost, and quality assurance. AA is responsible for upgrading and updating all office equipment, supplies, and furnishings in order to maintain a superior business standard for the office. AA conducts administrative management studies to determine the possible ways and means for effecting efficient and economic administrative operations. Incumbent works as a liaison between OBO and Financial Management Office (FMO) for budget, personnel, and procurement costs. AA is also the liaison with Embassy contracting officer for necessary procurement actions. AA is responsible to track all budgets, accounts, purchases, credit cards, procurement, and inventory. If authorized, AA disburses, maintains, records, and reports petty-cash expenditures. AA maintains logs and records of meetings with the host country and municipality building permitting offices for the OBO PD. AA is responsible to draft official correspondence to the construction contractor, as well as the local government authorities, to support the construction of the new U.S. Embassy as well as coordinate and assist with the preparation of all field office reports made to the Embassy and M/OBO. The incumbent will possibly be required to pick up OBO cable traffic from the Embassy.
2. Incumbent organizes office computer network, manages system access control and maintains operational protocols. AA establishes office file system and ensures system integrity is maintained. AA administers requirements for the engineering and other professional education programs for the staff as required, and administers time and attendance reports to the Embassy.
3. Incumbent serves as a personal assistant to the OBO Project Director and handles all PD's travel, general and congressional correspondence, and provides support information. AA handles a broad scope of exceptionally diverse matters related to OBO construction management office support activities. Functions are sometimes considered very complex, such as managing the office computer network, scheduling computer maintenance, creating computer system backups, and managing the secretarial, expediter and driver work assignments as may be necessary.
4. Transporting passengers, pouches, cargo, picking up office supplies.