



Vacancy Announcement

Job Title: Receptionist
Department: Administration, Operations & Legal
Report to: Human Resource Officer
Deadline: October 29, 2018 at 4:00pm

JOB DESCRIPTION:

- Ensures the Department has basic office supplies; requisitioning office supplies, repairs on office equipment, etc., when appropriate.
- Draft simple or repetitive, nontechnical correspondence such as letters of acknowledgement in accordance with a given format.
- Hand delivers confidential documents between head and sub offices as may be required or directed.
- Performs routine tasks as necessary for the operation and presentation of a professional office.
- Serves as backup for admin assistants when unavailable.
- Provides administrative support for staff of the Admin Department as may be necessary and in consultation with Director of Administration who will serve as supervisor.
- Assists as needed with clerical tasks, filing, typing, etc.

QUALIFICATIONS & EXPERIENCE:

- High School diploma and 6 months or one year related experience in administration.
- Skilled in the use of personal computers and related software applications.
- Good telephone skills

OTHER REQUIREMENTS:

- Good oral and written skills
- Skill in establishing priorities and managing workload.
- Perform other duties as may be needed_Honesty, Personal Integrity and Confidentiality are essential.
- Proven ability and experience working with senior levels of management.
- Excellent ability to make convincing presentation and good analytical skills.
- Ability to organize resources and establishing priorities.
- Ability to foster a cooperative work environment and to work collaboratively in a diverse setting.
- Excellent interpersonal and persuasive skills.
- Working knowledge of MS Word, Access, Excel and Power Point.

SELECTION PROCESS:

The position is open to suitably qualified Liberians with the ability to work in a fast-paced, multi-tasking environment. After initial screening, qualified applicants will be invited for an interview. **Only** short-listed applicants will be contacted. Selected candidates may be required to submit, prior to being hired, ***a sworn / notarized statement / affidavit that he/she has not resigned, been investigated or dismissed from employment, for allegations of misconduct involving dishonesty or other venal acts; or if investigated, has been cleared of all allegations against him/her.***

Interested applicants must submit the following for the application to be considered:

- 1) Cover Letter indicating position applied for and a current resume or curriculum vitae (Please include contact information including full name, telephone number(s) and email address if available). All other documentation (e.g., certificates, awards, copies of degrees earned) that address the qualification requirements of the position for which application is being submitted.

- 2) Each application must be submitted in a sealed envelope, addressed to:
Liberia Telecommunications Authority
Application for Receptionist
Administration & Operations Office
Menetamba Road, Cooper's beach community
Paynesville, Montserrado