



Job Vacancy
Administrative Assistant

Applications are invited from suitably qualified persons for the post of **Administrative Assistant** at the Eugene Dupuch Law School, Nassau, The Bahamas. The Eugene Dupuch Law School is a regional institution that is administered by the Council of Legal Education.

The Administrative Assistant will offer support to the Office of the Principal by providing confidential secretarial and administrative services to the Principal and monitoring the day-to-day operations of the Principal's office to enhance efficiency and ensure the smooth daily operations; coordinating, along with the Principal, Professional Development Programmes; and assisting with finalization of marketing material for the Law School.

MINIMUM EDUCATIONAL QUALIFICATIONS AND EXPERIENCE

- Bachelor's Degree (or higher) in Business Administration/Management or equivalent from a recognised tertiary institution.
- At least five (5) years' relevant work experience.
- Strong oral and written communication skills.

Knowledge

1. Sound knowledge of modern office procedures and methods, including telephone communication, office systems and record-keeping.
2. Sound knowledge of modern business communication, including styling and formatting of letters, memoranda, minutes, and compiling reports.

Skills

1. Demonstrated computer literacy and proficiency in the use of Adobe scanning software and Microsoft Office Suite with an emphasis on Word, Excel, Outlook, Publisher and PowerPoint.
2. Very good customer service skills in order to anticipate the needs of others and handle requests proactively and effectively.
3. Very good interpersonal skills, with the ability to relate effectively to persons at all levels.
4. Very good problem solving and analytical skills.
5. Demonstrated ability to be flexible and to appropriately respond to changing circumstances.
6. Strong oral and written communication skills.
7. Strong organisational skills in order to manage priorities in a dynamic and fast-paced environment and meet deadlines.
8. Ability to work independently as well as within teams.

Attitudes

1. Exercises a very high level of confidentiality at all times.
2. Demonstrates tact and diplomacy and discretion in all forms of communication at all times.
3. Is an independent thinker, self-starter, self-motivated, hardworking, responsible, accountable, and energetic and has a positive approach to work and other activities of the Law School.
4. Is able to work under pressure while exercising patience and tolerance.
5. Pays keen attention to detail and accuracy in work.

Administrative/Secretarial Responsibilities

1. Initiates and prepares letters and other documents on behalf of the Principal.
2. Controls and monitors correspondence entering and leaving the office of the Principal.
3. Prepares manuals for any course/s taught by the Principal.

4. Assists with the planning and execution of the logistics for the various Committees chaired by the Principal. This includes the preparation, collation, and distribution of all relevant documents and making the arrangements around dates, times, and location for same, on behalf of the Principal.
5. Organises seminars, conferences, meetings and special functions as determined by the Principal.
6. Obtains and collates data for Principal's reports to Council and otherwise assists with the preparation of reports for the Principal to meetings of Council and the Council's various Committees.
7. Opens and maintains files relative to Academic and Senior Administrative posts.
8. Greets and assists students or the public visiting or calling the Law School by answering or referring inquiries.
9. Maintains and consistently updates the alumni database, particularly before graduation.
10. Assists with arrangements for international travel for Principal and for students and tutors for competitions.
11. Prepares Agendas and Minutes of meetings as required by the Principal.
12. Ensures meeting spaces are set-up and organised for events led by the Principal's office.
13. Develops and maintains filing systems.
14. Maintains and updates record keeping by organising appropriate filing systems, attaching correspondence/ documents to files, keeping files and records up to date, and ensuring security of files and confidential records.
15. In conjunction with Office of the Registrar, coordinates all aspects of the Professional Development Programme from admission to completion.
16. Creates and maintains project information, documentation and correspondence relative to Professional Development Programme and liaises with Registrar's Office in relation to same.
17. Collects and co-ordinates information and prepares report for annual accreditation/registration exercise for the Law School.
18. Conducts regular review of website and social media platforms and provides current and relevant information to Principal and with the approval of the Principal, to external consultants, for timely updating of same.
19. Proposes changes to processes and procedures, formats of documents, and standards for office correspondence.
20. Maintains contact lists.
21. Proofreads and corrects prepared materials for correct grammar, format, completeness, and content.
22. Actively follows for outstanding matters.
23. Maintains confidentiality of documents and information received.
24. Performs other general secretarial and administrative duties such as photocopying, managing schedules, scheduling appointments with internal and external parties, providing relief support for the receptionist and distributing correspondence.
25. Performs other job-related duties that may be required.

Professional

1. Identifies or discusses and commits to professional development opportunities.
2. Participates positively in performance management conversations and experiences.
3. Is compliant with the Council of Legal Education Regulations and EDLS organisational policies and procedures.
4. Maintains professional conduct based on the EDLS' core values, policies, and procedures.
5. Promotes healthy working relationships with co-workers and external stakeholders.

Other duties

1. Provides relief for clerical staff on vacation or out-of-office.
2. Assists with the graduation ceremony.
3. Assists with the preparation of the student calendar for the orientation package.
4. Assists other departments as required and approved by the Principal.
5. Assists the Students' Association as required and approved by the Principal.
6. Performs other job-related duties that may be required to support the strategies of the department's Operational Plan.

Reporting Relationships

Reports directly to the Principal.

The Application

A letter of application, curriculum vitae and supporting documents, a police certificate of good character, and signed references from three (3) referees should be emailed not later than **Friday, May 24, 2024** to HR@edls.edu.bs .

The Eugene Dupuch Law School recognises the time and effort it takes to apply for a position and thanks all applicants for their interest. However, only short-listed applications will be acknowledged. Late applications will not be considered.