



VACANCY: Operations Administrative Assistant

Applications are invited from suitably qualified persons to fill the vacant position of Operations Administrative Assistant.

Duties and Responsibilities:

- Assist Operations Manager on his day-to-day duties.
- Assist with Administration of Site Attendance, Time Keeping Reporting & Procedures
- Perform all site Administration Functions inclusive of and not limited to document preparation and submission, maintaining office systems and data management and filing.
- Tracking & submission of all sites completed documentation.
- Perform site Purchasing functions inclusive of WO/PO items and reconcile expense reports.
- Perform site Reception duties
- Managing stores inventory and maintaining all site supplies by checking stocks; placing and expediting order

Minimum Qualifications, Experience and Skills:

- Certification preferable a Diploma in either Administration or Office Management studies from an Accredited Institution
- Minimum 3-4 years of experience in an administrative field
- Computer Literacy- Microsoft Office Suite
- Excellent Verbal & Written Communication skills
- Inventory control
- Excellent Time management skills and ability to multi-task and prioritize work

Only shortlisted candidates will be contacted.

Applications along with three (3) references should be emailed to jramprasad@tigerrentalsguyana.com

CLOSING DATE FOR APPLICATIONS: Monday, August 23, 2021