



**RURAL WATER SUPPLY LTD**

invites applications from qualified and experienced persons for the position of

### **Administrative Assistant**

#### **Job Summary**

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The administrative and related support services in both engineering administration and client services, required to assist the company in performing its functions in the most efficient and effective manner.

#### **Duties & Responsibilities (include but not limited to)**

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- Provide excellent support to the Engineering Manager
- Assist with the preparation, compilation and dissemination of monthly departmental and project progress report
- Assist in monitoring project schedules and timelines.
- Prepare and update Work Progress Reports
- Assist in tender evaluation, including arithmetic and compliance checks

#### **Qualifications & Experience**

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- 1) Degree/Diploma in Business Administration or equivalent
- 2) Experience in a technical department is an asset
- 3) Minimum five (5) years' experience.
- 4) Proficient in Advance Microsoft Word, Excel, Access and PowerPoint. Ability to use Microsoft Project is an asset
- 5) Ability to take minutes and dictation in shorthand/speedwriting

**NOTE: Further details can be obtained from our website at [www.rwslja.com](http://www.rwslja.com)**

**Interested candidates are invited to submit a detailed résumé no later than June 18, 2019 to:**

Manager HR/Corporate Services  
Rural Water Supply Limited  
3<sup>rd</sup> Floor, The Towers  
25 Dominica Drive  
Kinston 5

Email: [info@rwslja.com](mailto:info@rwslja.com)

**Only short-listed candidates will be contacted**