



Division of Human  
Resource

**REPUBLIC OF LIBERIA**  
**MINISTRY OF COMMERCE & INDUSTRY**  
**MONROVIA**



P.O. Box 9041  
1000 Monrovia,  
10 Liberia  
Website: [www.moci.gov.lr](http://www.moci.gov.lr)

## **VACANCY ANNOUNCEMENT**

The National Standard Laboratory is seeking application from qualified individuals for the position of Administrative Assistant. The administrative Assistant is a sensitive position within the organizational structure of NSL. He/ She ensures all support in providing secretarial services and assist staff in daily operation of managing supplies, assist in procurement, attend to visitors and guests.

### **DUTIES AND RESPONSIBILITIES:**

- Provides basic secretarial services to National Standards Laboratory administration;
- Serves as receptionist to visitors and guest of the National Standards Laboratory
- Receives, sent out, distributes and profiles all mails and other communications;
- Arranges appointments;
- Records and makes report on all meetings
- Assists in maintenance activities;
- Supervises cleaning up activities;
- Maintains staff records including attendance record;
- Tracks operational impresses on a daily basis;
- Performs other responsibilities as may be required;

### **QULIFICATIONS**

- Must have at least a grade a secretariat certificate with at least three years of working experience or have a bachelor degree in secretariat or management science or Public Administration.
- Must have extensive experience in using the Microsoft Office tools and type well;

- Must be familiar with best office practices and have receptionist and communication skills;
- Must have good written skills and familiar with report writing;
- Must have knowledge about filing system and documentation;
- Must have a good working relationship and a team player

## HOW TO APPLY

Complete applications must be submitted no later than June 30, 2016 at 5:00pm and shall include the following:

1. A clearly typed application letter which briefly summarizes why you believe you are qualified for the position;
2. A complete curriculum vitae which will include the names and contact details of three references that can attest to your professional qualification and/or work experience;
3. Documentations i.e., copies of degrees and certificates that addresses the minimum requirements of the position

All applications must be sent via hard copy and address to:

The Human Resource Director  
Ministry of Commerce & Industry  
3rd Floor  
Ashmun & Gurley Streets  
Monrovia, Liberia