



SOLOMON & COMPANY (ST HELENA) PLC

JOB DESCRIPTION

DEPARTMENT: Agencies
POST: Agencies Business Co-ordinator
RESPONSIBLE TO: General Manager (Agencies)

JOB PURPOSE: To assist the General Manager (Agencies) with the day-to-day administration of the Agencies Division to meet operational and strategic objective within departmental budgeted targets and against the Company's Strategic Plan.

JOB OUTLINE:

- Collating information as requested by the General Manager (Agencies) to assist with the monitoring of the achieving of departmental and strategic objective of the Agencies Division and its allocated departments.
- Assisting with the monitoring of the financial performance of the Division and its allocated departments and to provide necessary feedback and reports where necessary.
- Collating information to support the monitoring of the overall business performance of those departments of the Agencies Division in that they meet operational and service standards at all times.
- Undertaking research and preparing background information with regards to financial reports and statistical returns for activities within the Agencies Division.
- Providing direct administrative support to those departments of the Agencies Division as and when necessary to ensure business continuity.
- Communicating with all levels of business contacts of the Agencies Division, both internally and externally, as directed by the General Manager (Agencies).
- Processing correspondence and, when appropriate, responding on own initiative or preparing draft responses.
- Drafting and typing of reports and various documents as required.
- Undertaking general administration duties including keeping and maintaining records, developing general filing systems and maintaining statistical information.
- Attending meetings and taking minutes as necessary.
- Providing direct support to the business functions of the Agencies Department in the provision of resources to those customers, clients and Principals which whom the Agencies Division or Department has entered into agreement with to provide such.

- Provide or arrange directly, the provision of staff of the Agencies Department, to undertake any activity as requested by Principals engaging the service of the Agencies Department.
- Provide administrative support to Managers of the Agencies Division, through the General Manager (Agencies), in the compiling of technical documents.
- Any other administrative duties as may be required by the General Manager (Agencies)

JOB RESPONSIBILITIES:

- To maintain confidentiality at all times.

SPECIAL CONDITIONS:

- To work out of hours as and when required.
- May be required to work in those environments associated with the business function of those departments within the Agencies Division, (i.e. marine, fuels, airport).