



## Embassy of Barbados to the People's Republic of China

Job title: Administrative Assistant

Reports to: Ambassador and other diplomatic staff

Hours of work: 0900 to 1700 (hours may vary according to requirements)

### Duties and responsibilities

- Undertaking secretarial functions for the Ambassador and other members of diplomatic staff, including but not limited to scheduling appointments, organising meetings, preparing and despatching official correspondence and documents, organising travel, clearing and routing mail and email;
- Managing official embassy documents, including both hard and digital versions;
- Liaising as necessary with the Interpreter/Translator regarding embassy activities;
- Maintaining a database of Barbadian nationals in China and Asia;
- Answering the telephone and providing information on Barbados to the public;
- Assisting with the preparation of documents for certification;

- Developing and managing, under the supervision of the ambassador and other diplomatic staff and in coordination with the Interpreter/Translator, the embassy's social media presence in both English and Mandarin;
- Assisting with the upkeep of the Embassy' information technology systems.

#### Qualities and qualifications

- A degree or equivalent from a recognized university in a relevant discipline;
- Fluency in English and Mandarin, both written and spoken;
- Extensive knowledge of information technology.