

<b>Job Title</b>	<b>SURVEY INFORMATION ASSISTANT</b>
<b>Division</b>	<b>Survey</b>
<b>Section</b>	<b>Survey Information &amp; Vault</b>
<b>Location</b>	<b>Head Office</b>
<b>Salary Band</b>	<b>ONE (1)</b>
<b>Objective</b>	To provide valuable services to the Clients of the Commission.
<b>Main Responsibilities</b>	<ol style="list-style-type: none"> <li>1. Provides office support to the Surveys Information and Plan Drafting Section.</li> <li>2. Attend promptly to the Clients of the Surveys Division.</li> <li>3. Prepares Invoices for the Surveys Division when necessary.</li> <li>4. Operate and maintained all records of the Copiers under your control.</li> <li>5. Ensure that the copiers are serviced when due.</li> <li>6. Assist with the maintenance of Cadastre database.</li> <li>7. Undertakes other related tasks as assigned.</li> <li>8. Research legal documents of ownership.</li> </ol>
<b>Working and reporting relationships</b>	<p><b>Reports to:</b></p> <ul style="list-style-type: none"> <li>• Supervisor – Survey Information and Vault</li> <li>• Survey Information Officer II</li> </ul> <p><b>Working relationships (internal):</b></p> <ul style="list-style-type: none"> <li>• All GLSC Management and Staff</li> </ul> <p><b>Working relationships (External):</b></p> <ul style="list-style-type: none"> <li>• Surveyors and Surveying Technicians</li> <li>• All Clients</li> </ul>
<b>Job specifications</b>	<p><b>Qualifications:</b> 4 GCE 'O' Levels or CXC passes (General) with English and Mathematics included.</p> <p><b>Experience and knowledge:</b> Two (2) years relevant and proven experience in a similar capacity.</p>

	<p>Modern office procedures, methods, the use of computer and copying equipment</p> <p><b>Analytical and Logical Skills:</b> Ability to read and interpret instruction Must be able to solve problems within jurisdiction Must be able to planning and organising work Must be able to write and communicate</p> <p><b>Personal Strengths:</b> Flexibility to adapt to changing priorities Determination to achieve stated objectives under pressure from difficult resource constraints Integrity to ensure that all actions simultaneously conform to business, best practice and compliance requirements.</p> <p><b>Personal Characteristics:</b> He/she must be a able to work along with teams and be a team player and adhered to and follow known rules and procedures.</p>
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