**SHIP’S WRITER**

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| Rank: PO1 | Abbreviation: N/A |

PO2

The Ship’s Writer is responsible for assisting in all aspects of the administrative requirements within the unit.

The Ship’s Writer reports to the AdminO, 1 RCSCC NELSON.

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| Direct Reports: * N/A
 | Indirect Reports: * N/A
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General:

* Set a high standard of personal dress, drill, and deportment within the unit, leading by example
* Maintain a positive relationship with all senior and junior cadets.
* Ensure all cadets adhere to orders and policies. This includes maintaining a good understanding of the Corps Standing Orders.
* Plan and organize unit activities and assist in the planning and preparations of training as required.
* Attend and participate in all training or activities or notify the AdminO of expected absences or reasons not to participate.
* Be punctual and prepared for training activities, including assigned lessons.

Administration:

* Perform administrative activities in a safe manner, as assigned by the AdminO.
* Maintain attendance records for cadets on all training activities and provide the AdminO with the completed attendance records.
* Assist with managing outgoing mail.
* Maintain PP&S supplies and submit requests to the AdminO for PP&S for both administration and training support.
* Maintain a clean and orderly unit administration office.