

## TERMS OF REFERENCE

**Post:** Office Clerk

**Department:** Administration department

**Reporting relationship:** Head of Department

**Gross Salary:** MVR 7,312.00

### **RESPONSIBILITIES AND DELIVERABLES:**

1. Performing general administrative and clerical duties and errands.
2. Manage all outgoing correspondence of the organization which includes but not limited to updating dispatch sheet, filing and maintaining soft and hard copies of the correspondence.
3. Collect quotations from suppliers/sellers and collect office purchases from suppliers/sellers as required.
4. Assist in departmental correspondence, document management and filing services
5. Provide clerical support to all the departments of the corporation.
6. Manage and maintain office stock, including issuing items, updating stock balance, consolidating stock balance with physical inventory balance.
7. Ensure that the meeting rooms are clean, organized and ready for meetings. Aid in preparing for meetings including arranging refreshments. where required.
8. Monitoring janitorial service providers and ensuring that the daily cleaning services are carried out accordingly.
9. General office up keeping and maintenance of office premises.
10. Completing other tasks related to the work of the department assigned by the Supervisor.
11. Dispatching of office documents.

### **REQUIREMENTS**

- 5 Passes in GCE O'level.
- Minimum 01 year of working experience
- Valid driving license (Owning a motorcycle would be an added advantage)

### **COMPETENCIES**

- Able to multitask and manage time accordingly
- Experience in an office environment would be an added advantage
- Good interpersonal and communication skills