

Post: Assistant Officer, Admin

Reporting Relationship: Manager, Administrations

Gross Salary: MVR 8,730.00

Employment Type: Ordinary (first year on contract)

RESPONSIBILITIES AND DELIVERABLES:

1. Receiving, entering, scanning and routing all incoming documents.
2. Preparing, entering, scanning and sending all outgoing documents for dispatch.
3. Provide filing services, archiving and offer circulation of mail service within the office.
4. Ensure that all visitors/customers are well received and attended.
5. Serving customers and providing relevant information in the reception area.
6. Answering and routing calls to the relevant departments.
7. Preparing daily/monthly reports as required by the departments.
8. Maintain a schedule of planned meetings and assist in preparing meeting room for meetings and general maintenance of the meeting room.
9. Work with the relevant officers on arrangements for seminars, workshops, and briefings that may be required.
10. Carry out administrative tasks of the department including timely documentation, updating and filing paperwork of the department.
11. Photocopying, document binding, printings and faxing services as requested.
12. Assist in the daily correspondence of the department and ensure that all paper works are in order.
13. Completing other tasks related to the work of the department assigned by the Supervisor.

EMPLOYEE SPECIFICATION (QUALIFICATIONS AND EXPERIENCE)

1. Completed A'level (3 passes) with 3 years of relevant work experience or
2. Completed O'levels (5 passes) with 5 years of relevant work experience.



SKILLS AND COMPETENCIES:

1. Experience with office management software such as MS Office (MS Excel, MS Word, MS PowerPoint)
2. Good interpersonal and communication skills
3. Must be able to work independently, be reliable and organized.