

JOB DESCRIPTION – Administrative Officer

JOB DETAIL

Job Summary:

The Administrative Officer plays a pivotal role in ensuring the smooth administrative and operational functioning of the Administrative Department.

Key Responsibilities:

- Handle the day-to-day administrative tasks related to the weekend market.
- Ensure smooth arrival, setup, and departure of Vendors and coordinate communication with vendors, addressing inquiries, and providing necessary information.
- Oversee the setup and breakdown of the market infrastructure, including stalls, tables, and signage.
- Facilitate vendor orientation and onboarding processes.
- Liaise with internal departments, including finance, marketing, and procurement, to ensure seamless coordination.
- Assist in the planning and execution of special events, promotions, and activities within the weekend market.
- Coordinate with live performers and artists scheduled for the market's entertainment segment.
- Ensure inventory records are maintained accurately, and release stock items to staff when required
- Assist in arranging logistics to various locations
- Managing and maintaining BCC stock, attending to stock request, processing stock request, checking inventory and requesting from procurement any inventory that is running out of stock or unavailable.
- Assist in the maintenance of BCC building and equipment, hiring maintenance vendors to repair or replace damaged products

Additional Responsibilities:

- Perform other work-related duties assigned by the Business Center Corporation.