



بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ



TERMS OF REFERENCE

Post: Assistant Officer, Administration

Reporting relationship: HOD

Gross Salary: MVR 10,925

RESPONSIBILITIES AND DELIVERABLES

- Assist in the day-to-day operations of the front office and reception areas.
- Ensure that incoming documents are sorted, logged, and routed to the appropriate departments in a timely manner.
- Support the outgoing dispatch process, including preparing documents and coordinating with courier services.
- Assist in the preparation and distribution of reports, presentations, and other documentation as required.
- Act as a point of contact for customers, managing inquiries, and addressing complaints professionally and promptly.
- Assist in the management of petty cash transactions, maintaining accurate records and reconciling expenses.
- Help oversee stock and inventory levels for office supplies, ensuring adequate supplies are maintained.
- Assist in managing correspondence, document filing, and record-keeping systems to ensure efficiency and organization.
- Perform various administrative and clerical tasks to support departmental operations, including data entry, scheduling, and organizing meetings.
- Collaborate with team members to prepare purchase requisitions and process procurement requests as needed.
- Communicate and ensure the maintaining and cleanliness of the office premises, including maintenance and repairs as necessary.

EMPLOYEE SPECIFICATION (QUALIFICATIONS AND EXPERIENCE)

- 3 passes in GCE A 'level or 5 passes in GCE O' level.

SKILLS AND COMPETENCIES

Strong organizational skills to manage administrative tasks, maintain documentation, and handle office inventory efficiently.

Excellent communication skills to facilitate correspondence, documentation, and interaction with internal departments and external vendors.

Effective time management skills to meet deadlines, coordinate meetings, and manage multiple tasks simultaneously.