

## JOB DETAIL

### **Job Summary:**

The Administrative Officer is responsible for the daily operations within the Company to ensure efficiency and smooth execution of tasks. The role involves coordinating various operational activities, ensuring compliance with policies, and providing support to the Head of the Operations Division.

The Administrative Officer will work closely with multiple divisions to facilitate tasks such as stock management, asset management, facilities maintenance, and administrative duties, while ensuring all operations are aligned with the organization's objectives.

### **Job Responsibilities:**

- Oversee office inventory, ensuring sufficient supply and accurate stock records through effective inventory control practices.
- Support asset tracking, labeling, and categorization, ensuring compliance with the Asset Management Policies and SOPs.
- Conduct periodic asset and inventory reviews to maintain accurate records.
- Coordinate maintenance and repair of office premises, equipment, and infrastructure.
- Liaise with contractors for facilities management, including cleaning, security, and utilities.
- Assist with scheduling, maintenance, and record-keeping of company vehicles, ensuring proper allocation for business use.
- Organize and manage company documents, ensuring accurate archiving and filing of essential records.
- Provide operational support for company events, managing logistics and coordinating with departments for successful project execution.

### **Additional Responsibilities:**

- Perform other work-related duties assigned by the Supervisor.