

Terms of Reference for Administrative Officer

Post: Administrative Officer

Reporting relationship: Reporting to the Managing Director

RESPONSIBILITIES AND DELIVERABLES:

1. Ensure that the Company's Administration Documents and work plans are implemented in a timely manner.
2. Establishing and maintaining adequate reporting system for the corporation
3. Preparing regular administrative reports and implementing a filing system for important and confidential company documents
4. Maintain and update the company databases
5. Providing administrative support and managing queries
6. Managing office stock, preparing regular reports (e.g. expenses and office budgets) and organizing company records.
7. Ensure that the administrative activities run smoothly on a daily and long-term basis.
8. Diligently answer queries by employees and other stakeholders.
9. Maintain a company calendar and schedule appointments as required.
10. Book meeting rooms and update meeting schedules.
11. Distribute and store correspondence (e.g. letters, emails and packages)
12. Prepare reports and presentations with statistical data, as assigned
13. Arrange travel and accommodations and schedule in-house and external events

REQUIREMENTS

1. MQA level 4 qualification in Business Administration/ Business Management or any other relevant field.
2. Proven work experience as an Administrative Officer, Administrator or similar role.
3. Experience with office management software such as MS Office (MS Excel and MS Word)
4. Excellent written and verbal communication skills in both Dhivehi and English.
5. Must be able to work independently, be reliable and organized.
6. Must have outstanding quantitative skills, problem-solving and decision-making skills.