**Terms of Reference for Dispatch Officer**

**Post:** Dispatch Officer  
**Reporting relationship:** Reporting to the Administration Manager

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**RESPONSIBILITIES AND DELIVERABLES:**

1. General office up keeping and maintenance of office premise.
2. Dispatching of office documents.
3. Performing general office clerk duties and errands
4. Collect quotations from suppliers/sellers and dispatch Purchase Orders.
5. Collect office purchases from suppliers/sellers as required.
6. Buy office items as instructed and required by the relevant departments.
7. Provide filing services and other office related documentation.
8. Maintaining supply inventory and orders.
9. Carry out miscellaneous administrative tasks
10. Provide office support to all the departments of the corporation.
11. Creating, maintaining, and entering information into databases.
12. Helping organize and maintain office common areas.
13. Manage and maintain pantry supplies.
14. Assist in setting up meetings and arranging refreshments.
15. Completing other tasks related to the work of the department assigned by the Supervisor

**REQUIREMENTS**

1. Completed Grade 10.
2. Experience in an office environment would be an added advantage
3. Good interpersonal and communication skills