**Terms of Reference for Assistant Administrative Officer**

**Post:** Assistant Administrative Officer

**Reporting Relationship:**  Administrative Manager

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**RESPONSIBILITIES AND DELIVERABLES:**

1. Open and close the office as required by the Office.
2. Ensure that all visitors/customers are well received and attended.
3. Serving customers and providing relevant information in the reception area.
4. Answering and routing calls to the relevant departments.
5. Receiving, entering and scanning all incoming documents.
6. Preparing all outgoing documents for dispatch.
7. Preparing daily/monthly reports as required by the departments.
8. Maintain a schedule of planned meetings and assist in preparing meeting room for meetings and general maintenance of the meeting room.
9. Receive, register, route correspondence, office pouch and mail.
10. Carry out administrative tasks of the department including timely documentation, updating and filing paperwork of the department.
11. Photocopying, document binding, printing and faxing services as requested.
12. Provide filing services, archiving and offer circulation of mail service within the office.
13. Work with the relevant officers on arrangements for seminars, workshops, and briefings that may be required by the Office/Division.
14. Any other responsibilities/functions deemed necessary by the supervisor/or senior manager in order to meet the level of the services in the organization.

**REQUIREMENTS**

* Completed A’ level with minimum 2 passes and/or Completed O’ levels with minimum 5 passes
* At least 1-3 years of professional work experience in relevant field.
* Experience with office management software such as MS Office (MS Excel and MS Word) and familiar with other accounting software.
* Highly organized and should be able to multi task.
* Good interpersonal and communication skills