

- Assist in organizing and conducting trainings, information sessions and awareness programs suited to meet the needs of MSMEs.
- Ensure the contractors providing services to the BC are made aware of their renewals and follow up to renew the contracts in a timely manner.
- Updates job knowledge by keeping with financial and taxation regulations.
- Maintain an asset register and monitor stock and inventory of the BC in close collaboration with head office
- Prepare the goods and services request form of the BC and payment vouchers as required under the guidance of procurement section of BCC
- Manage relationship with vendors, service providers and other contractors, ensuring all payments are settled on time
- Conduct calibration of equipment that are brought to the Metrology Cell established in the a. BC as per the standard operative procedures, and affix seal of calibration on this equipment
- Collect payment for the Calibration services and prepare necessary reports including financial a. Report to be sent to the Ministry.

Additional Responsibilities:

- Perform other work related duties assigned by the Business Center Corporation