

FINANCE & ADMINISTRATION DIVISION

POSITION DESCRIPTION		
POSITION: ADMINISTRATION OFFICER	DEPARTMENT: FINANCE & ADMINISTRATION	ISSUE DATE: Revised dates :

INCUMBENT	
DEPARTMENT	FINANCE & ADMINISTRATION
LOCATION	HQ VALELEVU OFFICE
REPORT TO	SENIOR ADMINISTRATIVE OFFICER
Purpose: To carry out administrative logistics in the support and efficient management of office services.	
Accountabilities: 1. Mail Management- collect mails, sorting and distributing mails to respective mail cells, record all official mails received, franking outgoing mails and recording internal mails before dispatch to respective departments, receive courier bags, recording and distributing mails. 2. Printery stationery stock- record and supply stationery to staff/ department, replenish stock as and when needed, prepare LPO, ensure stock is always available and not deplete, stock take printery items, update stock card. 3. Assist Properties Dept. on general building maintenance and services for water, electricity and minor repairs 4. Supervise cleaners and ensure complaints from internal/ external staff are managed at immediate level and not escalated further. 5. Assist Finance in the payment of bills e.g. utility bills and service contract monthly bills. 6. Record all office file movements and subdivision plans for the office. 7. Assist in the delivery of documents, if required. 8. Relieve front desk officer and switchboard as and when required. 9. Carry out any other duties within the scope of the position or related as assigned by the Supervisor/Management team from time to time	
Working Relationships: Internal – Management, staffs External– Service providers, suppliers, clients, government agencies	
Major Challenges: ▪ Attending to service demand in a timely manner. ▪ Addressing and resolving complaints.	
Competencies, Experience & Qualifications: • Diploma in Office Administration or relevant field • Perform at least 3 years' experience in general administration. • Ability to work with computers is an advantage. • Possess good people relations. • Possession of group 2 driver's license would be an added advantage. • Communicate well both written and verbal. • Initiative, dependability and resourcefulness.	