



JOB DESCRIPTION & PERSON SPECIFICATION

JOB TITLE: Administration Assistant	DEPARTMENT: Administration
POSITION REPORTS TO: Administration Officer	
POSITION IS REPORTED BY: <ul style="list-style-type: none">• Cleaner• Gardener• Driver• Attendant	
MAJOR JOB RESPONSIBILITIES	
<ol style="list-style-type: none">1. Updates inventory record in Peachtree System of the items related to Electricals, Plumbing, Petrol, Diesel, Toners, Sanitary items which are issued or installed as per request to different departments.2. Makes all necessary arrangements such as seating, food, decoration and other special requirements in all official meetings and events.3. Issues employees and students ID Cards, Gate Pass, and vehicle parking sticker.4. Updates Zabdesk Database of students and staff.5. Handles booking, reservation, and cancellation of SZABIST board room, Auditorium, 100 and 154 Garden for meetings and events.6. Ensures that drivers are regular on duty and their licenses are valid.7. Makes petrol requests and ensures that travelling logs are properly maintained by the drivers.8. Ensures proper plantation and greenery in all SZABIST buildings.9. Ensures that cleaning staff is efficiently performing duties through regular visits to all SZABIST buildings to check that cleaning have been carried out to a high standard.10. Assists in the outdoor activities such as dispatching letters, parcels or any other item by hand to respective official/agency.	



11. Ensures that utility bills which include Electric, Gas, PSO, Newspaper and Telephone of SZABIST are submitted to the Finance office well in time and maintains proper receipt record submitted to Finance.
12. Assist in asset movement and office shifting when required.
13. Maintains proper log of lost & found file.
14. Deals with students in solving their queries related to Admin department.
15. Any other job/task assigned by SZABIST Management.

PERSON SPECIFICATION

(1) Academic Qualification Required

Intermediate

(2) Specific Job-related Skills Required

1. Analytical Skills
2. Negotiation skills
3. Problem Solving and Decision Making Skills

(3) Specific Job-related Traits & Behaviors Required

1. Cooperativeness and Coordination
2. Discipline
3. Integrity

(4) Experience Required

At least 1 years of experience in the relevant field