



JOB DESCRIPTION & PERSON SPECIFICATION

JOB TITLE: Attendant	DEPARTMENT: Concerned Department
POSITION REPORTS TO: Head of concerned department	
POSITION IS REPORTED BY: N/A	
MAJOR JOB RESPONSIBILITIES	
<ol style="list-style-type: none">1. Photo-copying & filing of relevant documents for record keeping.2. Assisting in preparing envelopes for correspondence.3. Delivering mails, files and papers by hand to the relevant authorities.4. General maintenance of offices, taking care of office inventory, files and fills water bottles.5. Answering phone calls and messages in absence of staff.6. Assisting staff members in their assigned regular work.7. Any other tasks assigned by the supervisor/ Higher Management of SZABIST.	
<u>PERSON SPECIFICATION</u>	
<p>(1) Academic Qualification Required Matriculation</p> <p>(2) Specific Job-related Skills Required</p> <ol style="list-style-type: none">1. Problem Solving Skills2. Commination skills <p>(3) Specific Job-related Traits & Behaviors Required</p> <ol style="list-style-type: none">1. Cooperativeness2. Punctuality and attendance3. Discipline4. Appearance <p>(4) Experience Required At least 6 months of experience in the relevant field</p>	

(Signature of the Employee)

(Signature of HoD)

Head of HR