

Nepal Water for Health

Job Description for Administrative Assistant

Summary of Position

To support and manage the day-to-day administrative works of the organization.

Line Manager

Reports to the Admin Officer

Support to the Admin Supervisor (as per need)

Job Responsibilities

- Assisting Admin Officer/Admin Supervisor in all aspects of his work including drafting & typing correspondence letters in both Nepali and English.
- Arranging appointments as required'
- Registering incoming & dispatching outgoing correspondence.
- Overseeing the filing of related office correspondence.
- Keeping staff attendance book & movement board up to date & ensuring that field trip records are produced.
- Letters registration and chalani (चिठी पत्रहरूको दर्ता र चलानी कार्य)
- Ensuring adequate supplies are kept (e.g. standard document forms)
- Requesting quotation for materials as specified'
- Ordering & ensuring adequate supplies of office stationary, equipment, furniture's, & printing materials.
- Updating office computer files and keeping them systematic.
- Maintaining office notice board.
- To manage logistical arrangements for training/ seminar/ workshop etc.
- To ensure that all Admin. Rules & regulations followed by staff.
- Keeping the library records up to date & maintaining the library lending system.
- Store keeping for project materials, book keeping for material stocks & material Supply and receiving to / from project site & HQ.
- Store keeping for office stationary and office equipment.
- To ensure that blue books of office vehicles are renewed in time.
- To ensure that vehicles policy are properly followed.
- As assigned by line manager and Admin Staffs.

Working Conditions

- Office based with occasional visits to the field for familiarization purposes.

Person Specification

- Certificate level/10+2 passed in commerce/management from a recognized institution and one years' work experience in a related work (office administration).

- Able to demonstrate the use of own initiative in previous position.
- Good communication skills in both English and Nepali (both written & verbal)
- Must have skill & experience of computer application (Microsoft word / excel)
- Computer typing in English and Nepali.