

# Administrative Assistant

STRENGTHENING SYSTEMS  
FOR BETTER HEALTH

- **Vacancy for:** 1
- **Posted on:** Sept. 11, 2018
- **Deadline:** Sept. 23, 2018, 11:55 p.m.

**Position No:** 1

**Location:** Surkhet, Nepal

**Division:** International Health (IHD)

**Contract:** Strengthening Systems for Better Health

**Supervisor:** Finance and Admin Officer

**Under the supervision of the Finance and Admin Officer, the Administrative Assistant provides administrative support and reception services for the project.**

## Duties and Responsibilities:

- Lead arrangement and organization of office.
- Maintain an up to date staff roster with telephone numbers and emails.
- Maintain an up-to-date record of employee vacation and sick leave use and balances.
- Manage and document correspondences with the local Stakeholders including Provincial Ministries, District offices, Municipality, Development partners and other as appropriate.
- Providing logistical support for workshops and meetings.
- Assisting the Finance Admin officer to collect quotations and preparing bid comparison.
- Ensuring that all project assets are safeguarded and used properly.
- Assist F&A officer in recording of asset and its management.
- Fleet Management and travel arrangements.
- Manage telephone operations and communications.
- Serve as receptionist.
- Handle petty-cash.
- Purchase, store and distribute office supplies.
- Ensure timely settlement of office utilities bills.
- Performing other similar duties as directed by the Finance and Admin Officer.

## Required Criteria:

- Bachelor's Degree in Administration, Management, Business, Social Science, or other relevant field.
- At least 2+ years of relevant professional experience in office administration.
- Excellent knowledge and experience with Windows, Word and Excel and PowerPoint
- Ability to independently plan and execute complex tasks while addressing daily management details and remaining organized and focused on long-term deadlines and strategy highly desirable.
- Respectful and tolerant; able to work well in a diverse team
- Ability to assess problems and develop solutions.
- Preference will be given to localite or individual previously worked in same job location.
- Excellent inter-personal communication skills and excellent organization skills.
- Experience that relates to USAID-funded projects or other international development experience is preferred.

## Applying Procedure

Apply Link : <https://merojob.com/administrative-assistant-74/>

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