

## Terms of Reference

Position	: <b>Administrative Officer</b>
Qualification	: General Graduates
Employment Type	: Regular
Grade	: 8 (Pay Scale: 20230-505-30330)
Reporting	: General Manager, Corporate Services

- Planning and coordinating administrative procedures and systems.
- Managing and supervising administrative staffs.
- Overseeing the insurance, registration and maintenance of the pool vehicles.
- Managing budgets and financials records for administrative functions , for eg. Bills for electricity, water, telephone and internet etc.
- Preparing reports and presentations on administrative activities.
- Developing and implementing policies and procedures to improve efficiency and effectiveness of administrative processes.
- Maintaining records and files , both electronic and hard copy.
- Coordinate and organize the staff meetings, gatherings, farewell
- Plan/monitor the corporate vehicles in co-ordination with the site supervisors.
- Supervise the vehicle drivers and according plan their daily work.
- Ensuring compliance with relevant laws and regulations, such as health and safety of office and employees.
- Providing support to senior management and other departments as required.