

Admin Associate

1. Job Environment

Position Information:	Reporting Lines:
Division: General Support Services	Report To: Admin Officer
Department: Admin	
Duration: Ongoing	

2. Job Objective

Responsible for record keeping of documents, administrative & office support activities

3. Functions of the Position

1. To assist in arranging meetings, briefings and seminars, and make necessary logistical arrangements.
2. To draft, design and edit reports, presentations, formats, proposals, budgets, notes, circulars and memos.
3. To keep record of incoming/ outgoing correspondences and put-up to supervisor with previous related papers.
4. To assist admin officer in event management, duty roster of drivers and deputation of office attendant.
5. Maintenance of proper record of issue/ receipt of stationery and other supplies of admin section.
6. Follow up cases pertaining different Divisions/ Sections for onward submission/ disposal.
7. Provide administrative assistance, including copying and maintaining project documents and files.
8. Having close coordination with regions for gathering different type of information.
9. Perform any duty assigned by the Supervisors.

4. Interaction

Within the organization	Outside the organization
Regional Staff PMO Staff Head Office	Volunteers Donor Community Government of Pakistan Partner organizations Market Based Other NGO

5. Competencies			
<p><u>Interpersonal Skill</u> Presentation Report Writing Communication Counseling</p>	<p><u>Leadership Skills</u> Team Building Conflict Handling Decision Making Motivating Others</p>	<p><u>Management Skills</u> Planning Time Management Coordination</p>	<p><u>Technical Skills</u> Analytical Collaboration Dedication Budgeting Research</p>

6.Desired Profile of Incumbent Person Specification	
<p>1.Education/Qualification: B.A.</p>	<p>2.Work Experience & Traits: 2 to 3 years' experience</p>