

Job Description

Designation : Admin & Logistic Officer
Minimum qualification : Masters degree or equivalent
Minimum qualification : 3 years

Responsibilities/Duties:-

- Coordination with the suppliers
- Obtaining quotations from the vendors
- Preparing procurement documents i.e. purchase requisition, goods received note, tender documents etc.
- Activity planning and its logistical arrangement.
- Verifying invoices and other supporting documents at Country Office (CO) for payment.
- Put up a zero draft of MOUs, contracts and agreements for drafting by FD with assistance of A&FM.
- Maintaining inventory of stationery etc.
- Maintaining fixed asset register
- Preparation of HR documents.
- Maintaining personal files of the employees.
- Ensure timely payment of utility bills.
- Preparation of summary of monthly fuel expense, food expense, communication expense etc.
- Supervise office vehicle and responsible for review of log books.
- Maintaining petty cash
- Updating bank register and preparing bank reconciliations
- Coordination with the banks
- Initial review of partner invoices and reports
- Assist Accounts & Finance Manager and Director Finance in general including but not limited to donor reporting.
- Any other task assigned by the supervisors.

Candidate must have good computer skills including MS office.