

JOB DESCRIPTION

Position Title	:	Senior Admin Officer
Department	:	Administration
Report to	:	Head of Administration
Reportee (if any)	:	Driver and Admin Officer
Location	:	University of Puthisastra, Phnom Penh
Working Hours	:	General Working Hour

I. Position Summary

- 55% support in admin key operation: stamp, paperwork, and overall work.
- 10% work with parking operator and other operators to ensure university's income and operation
- 10% support in event and room arrangement and management and logistic support.
- 20% support in upstage stock and uspsis sytem.
- 10% manage Admin's petty cash flow control and process paperwork.
- 05% support in unexpected or new short-term project work.
- Monitor and schedule security guards and maintenance teams to ensure the premise is safe and fully equipped for operation

II. Duties and responsibilities

The overall job description below outlines the main areas of responsibilities of the Employee:

- Support and train Junior admin officer and driver for achieving better work performance
- Receive and answer general queries from departments and related stakeholders.
- Manage, purchase order, and purchase transfer UP Admin stock system such as maintenance supplies, cleaning supplies, stationary, and etc. for all departments
- Prepare monthly purchase reports such as Stationary report, cleaning supplies report, maintenance supplies report and keep the document in the files
- Prepare electricity bill report and drinking water report for Finance
- Work with Finance in processing paperwork for cash settlement and reimbursement
- Arrange room and van booking
- Prepare some monthly report such as OT for HR, parking reimbursement for driver report and parking ticket income report for Finance
- Review, date, stamp, record and clear out letters in and letter out within ONE working day
- Review, date, stamp, record and clear out students' academic papers: transcripts, academy record, and temporary associate degree within 1-2 weeks
- Monitor and schedule security guards and maintenance teams to ensure the premise is safe and fully equipped for operation

- Document and follow up inward and outward mails with concerned offices or agents to ensure the communication is effective.
- Arrange logistic for events and meetings (including snack and tea services etc.) to support the events of other offices
- Schedule and control the maintenance team and security guard team to maintain facilities used, and ensure the safety in the university.
- Perform other administrative tasks upon assignment Performs other duties as requested by his/her line manager

III. Minimum Qualifications and Requirements:

1. Experience:

- At least 2-3 year working experience in the administration work

2. Education:

- At least bachelor of administration, management or law
- Professional training or short courses for office management, conflict management, premise management is preferable

3. Skills/Competencies:

- Strong command of both Khmer and English literacy (written and spoken)
- Strong interpersonal, problem solving, and communication skills
- Computer literacy for MS office application
- Sociable and be ready to learn something new

4. Personal Quality

- Committed, acquired principle but flexible with work
- Sociable and be ready to learn something new