



JOB DESCRIPTION

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| Position Title | : | Admin Officer |
| Department | : | Administration |
| Report to | : | Head of Administration |
| Reportee (if any) | : | N/A |
| Location | : | University of Puthisastra, Phnom Penh |

I. Position Summary:

- 50% To monitor, schedule, and lead the cleaning team to keep the university's premises clean, hygienic, and friendly environment
- 15% To control and manage the cleaning inventory to ensure that it is effectively consumed for the entire hygiene work in university
- 10% support in admin key operation: stamp, paperwork, stock and overall work.
- 10% support in event and room arrangement and management and logistic support.
- 05% support as one of the three back-up drivers(optional)
- 05% support in messenger work in delivering and picking up official letters to and from ministries.
- 05% support in unexpected or new short-term project work.

II. Duties and Responsibilities:

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

- Supervise, schedule, and lead the cleaning team to implement the cleaning work in the entire university,
- Keep the university's premises clean, hygienic, and friendly environment by ensuring that offices, classroom, aisle, hall, garden, and other open areas of the university are clean, tidy, and hygienic during the operation of the university.
- Provide water service for all offices and arrange refreshment for meeting and other events
- Do and improve gardening to keep the premise green
- Request, control, record, and report the consumption of inventory for the house keep services to ensure that there are enough facilities for the services.

III. Minimum Qualifications and Requirements:

1. Experience:

- At least 1-2 year working experience in the administration work or relevant house-keeping work

2. Education:

- At least high school certificate or bachelor degree in administration or English or related field.
- Training on house-keeping service

3. Skills/Competencies:

- Some 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