

Terms of Reference: Administrative Assistant			
Immediate Supervisor or Reports to: Assistant Administrative Manager			
Sl.	Area	Responsibilities (including but not limited to)	Key Deadlines
1	Overview	Ensure all assigned administrative services are rendered satisfactorily	
2	Immigration	New Faculty: Assist with medical screening as and when required	
		Assist with new faculty for Biometric and visa extension process	
		Assist with work permit renewal and visa extension	
		Assist with Student permit renewal and visa extension	
		Assist with Dependent Permit renewal and visa extension	
		Follow up with immigration Office on E-Visa Approval	
3	New Faculty (Expat) Logistics during & upon arrival	Assisting the Admin Office for submission of the documents to Immigration Office	
		As Buddies: Assist with escorting the new faculty from the Airport	
4	Transportation	Escorting new faculty for shopping	
		Daily recording of the commuters availing the city bus and updating the gsheets accordingly	Prior to start of classes for both
		Assist with the Smart card registration during new student orientation	Prior to start of classes for both
5	Event Coordination	Assist the Admin Officer during the POL Recoupment for college pool vehicle	
		Assist the Admin office as and when there are no event related tasks to be attended	
		Assist with furniture movement/chadi/liasing, utilities, etc.	
6	Apartments Management	Assist with shopping for gifts and souvenirs for events and other arrangements and	
		Focal person for coordination of off-campus apartments on furniture movement	
		Coordinate apartment furniture movement and update furniture lists issued in	
7	Office & Classroom Setup & associated Operations	Render assistance for Apartment management/support, etc.	
		Support office setup, relocations, and cleaning coordination.	
		Monitor office furniture: promptly remove broken furniture lying around the campus/classrooms/corridors, & carry out replacements, etc.	
		Coordinate Classroom furniture arrangements for semester openings, regular and	
		Coordinate furniture repairs and maintenance.	
		Conduct periodic inspections for breakages, replacements, movements, and issuance	
8	Dog Management	Arrange classrooms during regular classes, ensuring maintenance and repair needs are addressed.	
		Exam Setup: classrooms & MPH furniture arrangements etc.	
		Assist with dog sterilization programme	
9	Operation and others	Assist with punching the bills for Electricity and Telephone	
		Regularly checking the ATM Machine and informing the supervisor if there any issue	
		Conduct periodic inspections for breakages, replacements, movements, and issuance	
		Assist on Update and monitor CUG (Closed User Group) phone lists.	
		Assist the Admin office as and when there are no event related tasks to be attended	
		Assist with maintaining/monitoring cleanliness of the facilities and periodic inspections, reporting of maintenance issues, etc.	
10	Finance	Configuration of Mount heater and check and maintain the report in register	
		Any other tasks as and when assigned	
		Daily errands related to finance office but not limited to: Daily Cheque/Cash deposits at banks Monthly PF/GIS/TDS/Electricity bill deposits to BIL/RICBL/RRCO/BPC Proper handing taking over of transaction after its completion.	