

TERMS OF REFERENCE

Post: Assistant Manager, Administration

Reporting relationship: Manager, Administration

Gross Salary: MVR 21805/-

KEY RESPONSIBILITIES:

1. Assist the overall management of the functions under the Administration Department.
2. Assist with drafting and implementing departmental policies, procedures, SOPs and guidelines.
3. Engage and provide assistance in preparing annual budget for the department, including relevant project budgets as required and administer approved departmental budget to ensure economic utilization of resources.
4. Ensure that all functions of Human Resources are carried out as required in a timely and strategic manner.
5. Assist and oversee the procurement and purchasing activities to ensure that they are carried out in line with the procurement plan and policies in place.
6. Ensure smooth operation of the daily administrative functions, including management of the front office, inventory, and stock.
7. Ensure that the IT requirements of the company are met and addressed in a timely manner.
8. Engage and assist with the internal and external audit process as and when required.
9. Assist and oversee correspondence of the department, including timely reporting to relevant and required personnel, departments, organizations, or authorities.
10. Ensure that administrative tasks of the department including documentation, updating and filing paperwork of the department are carried out in a timely manner.
11. Ensure compliance with the laws and regulations in relation to operations, HR management and procurement practices as well as provide advice to the management and board as and when necessary.

REQUIREMENTS

MQA level 7 qualification in Business Administration/Business Management/Human Resources/Operations with minimum 3 year of relevant experience and minimum 1 year of experience in management role.

Skills and Competencies

1. Experience with office management software such as MS Office (MS Excel and MS Word)
2. Excellent written and verbal communication skills in both Dhivehi and English.
3. Able to work independently, be reliable and organized.
4. Able to multi-task and manage numerous concurrent projects, tasks and activities.
5. Must have excellent problem-solving and decision-making skills.