

## **TOR-Associate Administration Officer**

### **Responsibilities**

1. Ensure that all lease agreements of the company comply with the service manual and legal requirements, and keep them updated.
2. Prepare the annual budget for rental, visa fees, and work permit fees for the Company.
3. Ensure that expatriates' work permits are valid and renewed on time.
4. Process all official visas for personal guests of expatriates, business guests, and official travel outside the country on time.
5. Monitor office cleanliness and electricity usage.
6. Monitor Druk waste service and update the agreement as necessary.
7. Monitor zero waste hour and maintain records for future reference.
8. Coordinate and arrange official dinners and events.
9. Coordinate meetings for the administration section and take minutes.
10. Process document postings for fuel upliftment in the SPA system.
11. Check and process document postings for telephone, electricity, and water bills in the SAP system.
12. Ensure IDEC, BSTEC, and import licenses are processed on time, and maintain records.
13. Ensure staff ID tickets are used properly by maintaining up-to-date records in both hard copy and soft copy.
14. Monitor the work performance of the security service and update their arrangement as necessary.

### **Required Qualification & Competencies**

- Bachelor's Degree
- Communication skills: Able to communicate effectively with people at all levels of the organization, as well as external stakeholders. This includes the ability to listen actively, speak clearly and concisely, and write well.
- Organizational skills: Ability to prioritize tasks, manage deadlines, and maintain accurate records.
- Attention to detail: Ability to proofread and edit documents to ensure accuracy and completeness.
- Customer service skills: To provide excellent customer service to both internal and external stakeholders. This includes being friendly, approachable, and responsive to inquiries and requests.
- Time management skills: Ability to work independently and as part of a team.

- Problem-solving skills: Ability to think critically, analyze information, and develop solutions to complex problems.
- Any other responsibilities assigned by the Manager from time to time in the interest of the Section/Division and Company.