



JOB DESCRIPTION

TITLE: Office Support Staff

DATE: May 17, 2023

DEPARTMENT: Admin/Finance Team

SUPERVISOR: Administrative and Finance Manager

To perform this job successfully, an individual must be able to conduct each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

SUMMARY: The cleaner is responsible to clean office premises and serve tea/coffee to management and visitors.

ESSENTIAL DUTIES AND RESPONSIBILITIES

ADMINISTRATION

- Clean all areas which includes reception, passages, offices, pantry and toilets;
- Ensure all pantry stocks are replenish and maintained at all times;
- Serve tea / coffee to Management and visitors;
- Ensure that furniture in offices, meeting rooms and reception area is arranged in the required manner at all times;
- Vacuum and clean floor surfaces and glass panels where applicable;
- Disposal of rubbish from pantry and workstations;
- Ensure constant availability of accessories such as toilet paper and hand washing;
- To provide a high standard of hygiene and cleanliness in the offices and surroundings; and
- Any other reasonable duties

EDUCATION AND/OR EXPERIENCE

- SLC Education is preferred.
- Minimum of three to four years of similar experience. Previous working experience in I/NGO preferred.

REQUIRED SKILLS AND ABILITIES

- Able to work under minimal supervision and be proactive and initiative.
- Integrity, flexible approaches to work coupled with enthusiasm, commitment and energy.
- Ability to work in a multi-cultural and multi-national environment.
- Good health status.
- Basic communication of English and Nepali language.

COMMENTS:

The application deadline is May 24, 2023. To apply, please send a CV with expected salary on the email to nepaljobs@ndi.org. Short-listed candidates will be contacted. No phone calls, please!

Applicants need to possess work authorization to work in Nepal.

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