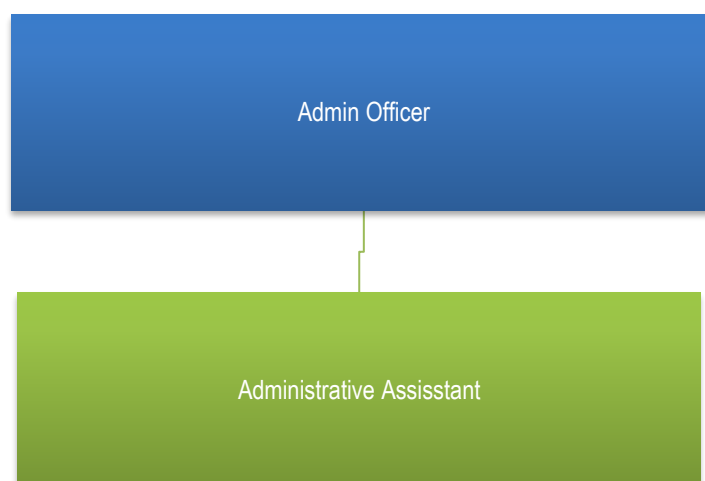


<b>Position Name (Title) :</b>	Administrative Assistant	<b>Position Grade:</b>	6
<b>Reporting to (Title) :</b>	Admin Officer	<b>No. of Direct Reporters:</b>	0
<b>Version:</b>	1	<b>Sector /Department/Section :</b>	Admin

#### Position Reporting Lines



#### Main Job Purpose

The Administrative Assistant support in implementing CARE's property management policies and procedures in Cairo and field offices.  
Follow-up the needed amounts of advances & custodian of main office

#### Objectives

- Efficient Administrative support to all program and supportive units.
- Efficiently handle the office advances & petty cash and its regular settlement.
- Ensure that all regular payments are done on due time.
- Prepare all documents needed for Project Approvals with MoSS.

#### Accountabilities

1. Handling the ongoing Custody of Petty Cash for Cairo office and settle payments regularly.
2. Follow up cleaning process for all floors in main office.
3. Maintain CARE property and vehicles registers, as per property management policy, and property reports on a quarterly basis.
4. Maintain all CARE lease contracts / agreements, prepare reports and the payment on due dates.
5. Support maintenance process in all offices.
6. Communicate with registered vendors to afford all buffet stuff on weekly basis.
7. Prepare PAR requests & follow up Annual leaves for all Admin Staff during the year.
8. Assists Admin Officer in seeking for new offices & the start up process.
9. Any other required tasks.

#### Position Relationship with Other Parties

<u>Internal Relationship</u>	<u>External Relationship</u>
<ul style="list-style-type: none"><li>All staff</li></ul>	<ul style="list-style-type: none"><li>Service providers</li></ul>

## Working Environment

The position follows the normal working environment of the organization.

Indoor: 80 %

Outdoor: 20 %

Working Hazard: 0

Working Days: 5 days/ week

Days Off: 2 days / week

Working Hours: 8 hours

## Position Dimensions

POSITION DIMENSION	
Level of Authority	Authority Within the Departement
Budget Control	No Budget Control
Budget Amount	Less than 10,000 EGP
Hiring Authority & Promotion	Does not Coach New Employees
	Does Not Supervise Employees
	Does not Participate in the Promotion Cycle
	Does not Approve Hiring New Employees
Consequence of Error	Impact Own Tasks

## Job Requirements

Education:	University degree.
Experience:	2 years experience in Administrative department
Computer Skills	MS Office
Languages:	<ul style="list-style-type: none"><li>Arabic</li><li>English is an option</li></ul>

## Reports

### Reports to admin officer

Competencies:

- **Communication Skills.**
- **Customer oriented**
- **Stress Tolerance**

## Signatures

		Date
Employee		
Manager		
Human Resources		