



## JOB DESCRIPTION

Job Title	Admin Assistant
Department	Operation
Employment Status	Full Time
Job Assignment / Location	Yangon
Report to	Operation Officer

Nae Thit Co., Ltd., running a chain Nae Thit Kyann Mar clinics, including B.K.Kee clinic is looking for a qualified candidate understanding the important of administrative support and office operation tasks to smooth out day-to-day Nae Thit Office activities by providing quality clerical support and admin sport.

### Administration

- Provide the administrative support to daily office operation
- Responsible for the meeting arrangement, meeting minutes and meeting attendance.
- Assist with administration supports to the company's major functions such as workshop, conferences, and events.
- Take all accountability of the documents and facilities of the office.
- Monitoring, record, filling and support all HR/Admin's form/format, correspondence and Memo.
- Make sure all the announcement letters and memo are properly distributed to all staff as well as patients/ clients as necessary.
- Responsible for the document control process such as registration for incoming and outgoing letter and so on.
- Monitoring and report to Operation Officer in HR/Admin tasks for accurate and update daily attendance, finger print report, leave.
- Responsible for monitor and update the fixed assets.
- Answer telephone, provide service information, be courteous and schedule appointments with the appropriate provider
- Ensure regular maintenance and management of office assets such as computer, printer, air con, power supply, water supply and clinic furniture, etc.
- Prepare the trips and travel arrangement including the ticket & visa arrangement, accommodation arrangement in assistant and coordination with Operation Officer.
- Responsible to do the job that occasionally assigned by Operation Officer.

### Logistic and Procurement

- Responsible for support the procurement process of HR & Admin purpose
- Support office activities through adequate, timely administrative, procurement and logistic support.
- Assist Operation Officer in the procurement process, ensuring proper purchase and management of supplies and distribution of officer supplies.



- Calculate the monthly consumption office supplies and support needed and prepare purchase request. Request and prepare quotation as needed.
- Ensure that all purchased office supplies meet right quality, right price and right time from right source
- Collect and organize claims, receipts, quotation, PO, waybills, vouchers and required documents for finance clearance, ensure that are correctly filled with all required information and signature of recipients and office staff.
- Responsible to do the job that occasionally assigned by Sr. Management.

### **Human Resources Management**

- Responsible for the attendance calculation process in collaboration with respective local units and timely report to Operation Officer.
- Be actively administrative support in the learning, development and training process of Nae Thit.
- Responsible to accurate the HR data, record and report to Operation Officer/Operation Coordinator up to date on time.
- Assist the Operation Officer in HR record and report as necessary.

### **Essential Skills**

- Must have Bachelor degree with administrative, HR, and procurement skills, strong ethics, attitude and reliability
- Must have proficient in MS Office and computer skill
- Proficiency with the use of standard office equipment including laptop, printer, scanner.
- Strong communication, negotiation skill, problem solving skill.
- Ability to work independently and as part of a team, demonstrating flexibility, accountability and integrity.
- Minimum 2 years of working experiences in relative fields.

**All interested and qualified candidates are requested to send an Application Letter, a Curriculum Vitae with one recent passport size photo, and contact details of two referees to: Email: [hr@naethit.org](mailto:hr@naethit.org)**

- The closing date for application is 5:00 pm, (25<sup>th</sup> April, 2024), Myanmar Time.
- Please clearly mention the Position and Location you are applying for in the subject line of the email.
- Due to the large volume of applicants, only shortlisted candidates will be contacted.