

	<b>SIS FORUM MALAYSIA</b>	
	Position Title	ADMINISTRATIVE OFFICER
	Responsible to	Manager, Finance & Operations

## **A. RESPONSIBILITIES OF THE POSITION**

The Administrative Officer has the responsibility of ensuring the administrative activities within the organisation run efficiently. This includes providing secretarial support to the Executive Director and Operations Manager related to correspondence and document preparation; general administrative and support to the administration and management of SIS.

### **1. Reception and Secretarial Support**

- Screen all incoming calls for the Executive Director and Managers, take messages and provide appropriate general information on SIS in response to queries;
- Maintain the Executive Director’s calendar, and schedule appropriate appointments and travel arrangements;
- Review, prioritise, organise and file all incoming correspondence and emails for the Executive Director and Operations Manager;
- Ensure the outgoing and incoming mail is circulated to the right unit within the organisation;
- Organise and assist fellow employees with meetings, conferences and direct phone calls when required;
- Maintain and update telephone contacts, addresses, e-mails etc of Board, Programme and Management Committee, staff, current partners, NGO Partners and donors;
- Greetings SIS guests, visitors, collaborators.

### **2. Meetings and Administration**

- Liaise with Company Secretary and Registrar of Companies on all Board of Director’s matters;
- Assist the Executive Director and Operations Manager in the organisation of staff meetings, Board and Programme and Management meetings;
- Maintain updated meeting files including the revised copy of minutes and all documents presented at the meetings;
- Record minutes of meeting as and when necessary;
- Obtain quotations, book flights and arrange travel for SIS staff and members when appropriate;
- Prepare files and papers for Board and Programme and Management Meetings and arrange bulk photo stating if required;
- Prepare info kit (fill in and distribute) and welcome SIS visitors;
- Assist in the general administration of SIS operations.

- In-charged of office cleanliness;
- Liaise with service providers on office maintenance.

### **3. Human Resource**

- Handling part of recruitment processes which include job advertisement, arrange for candidate interviews and follow-up calls;
- Assist Operations Manager to arrange for employee medical and Group Term Life insurance and its yearly renewal;
- Monitor attendance periodically.

### **4. Office Supplies, Equipment and Furniture**

- Maintain and update inventory list of office stationeries and supplies monthly. Ensure that the office supplies and sundries are replenished;
- Maintenance Agreements for equipment are complied with and that general office equipment (fax, phone, photocopier machine and computers), water dispenser and microwave oven are in good working order.
- Ensure all staff and office contents are included in SIS insurance scheme.
- Ensure premiums of staff PA and Hospitalisation insurances and office contents insurance are being paid accordingly.
- Arrange for adequate travel insurance for SIS staff traveling overseas or outstation.

### **5. Organisational Development (General)**

- Report regularly to the Operations Manager on the progress of work and to inform of any issues which are potentially constructive or detrimental to the organization;
- Assist in the conduct of activities such as meetings, brainstorming etc as deemed appropriate by the Operations Manager;
- Participate in staff meetings, and in the management team meetings when necessary;
- Contribute to team tasks at SIS, such as scanning and assessing incoming materials and communications, visitor orientation;
- In collaboration with Operations Manager and appropriate staff members, contribute to the development of funding proposals, submissions or contracts/agreements.

### **7. Others**

- Assist the Operations Manager and the management team in any other tasks as instructed in pursuit of the vision, mission and objectives of Sisters in Islam;
- Carry out other duties as may be reasonably required to meet the primary objectives of the position;
- Create email for new staff member using C-panel;
- Create Centralize Storage System (CSS) account to new staff member;
- Add and remove SIS staff in SIS calendar and SIS Google Group;
- In charge of hosting server yearly renewal.

### **B. ACCOUNTABILITY**

- The position is directly accountable to the Finance & Operations Manager.

### **C. REQUIRED QUALIFICATIONS AND EXPERIENCE**

- Bachelor Degree in Business Administration or a related field;
- Candidate with work experience as Administrative Executive or Project Services Executive or similar role will have added advantage;
- Good organisational, communication and customer service skills;
- Good knowledge in IT and Microsoft office;
- Possess excellent oral and written communication skills including strong interpersonal skills;
- Passionate to work with an NGO.