



For posting only

JOB DESCRIPTION

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| Job title | Admin Assistant |
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Snow Leopard Foundation (SLF) is a nonprofit organization registered with the Securities and Exchange Commission of Pakistan (SECP) under Companies Act 2017 and is aimed to conserve viable populations of snow leopards and other wild carnivores as an integral part of landscapes across Pakistan, while improving the Socio- economic conditions of the people who share fragile mountain ecosystems with carnivores.

SLF intends to hire the services of an **Admin Assistant**.

Objective I: Front Desk

1. Keep front desk tidy and presentable with all necessary material (pens, forms, paper etc.)
2. Greet and welcome the guests and visitors.
3. Assist logistics officer in Data management (preparation of data file and prevent the unauthorized use of files).
4. Assist logistics manager in Vaccine Management (preparation of vaccine record neat and clean, communication with vendors and relevant personal of program offices).
5. Maintaining record of all receiving and dispatches of correspondences.
6. Ensuring that printers, photocopiers and scanners are utilised for official purposes only.
7. Supervise office boy and cleaner.
8. In consultation with Account and Admin Officer, maintain staff member's emergency contacts and verification records in an updated form.
9. Maintain and update directory of contact persons and organizations of SLF.
10. Keep up to date record of attendance, leaves and compensatory claims
11. Maintain emergency contact list (rescue 1122, Fire Brigade, ambulance, police, hospitals etc) at prominent places in the premises.

Objective II: Procurement and Maintenance

12. Prioritize and initiate procurement process of the organization.
13. Weekly update progress of procurement requisitions.
14. Supervise maintenance of the office work
15. Maintain an updated vendor list based on the inventory items.
16. Prepare Vendor Performance Fact Sheet to facilitate quality and economical purchases.
17. Prepare and follow up on requisitions with Communication Dept which are to be advertised in the newspapers.
18. Maintain updated record of procurement documents.
19. Assist in repair and maintenance works pertaining to electricity, plumbing, wood work etc.



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Objective III: Logistics

1. Draft lease/rental agreements.
2. Explore market for rental properties and equipment whenever required.
3. Coordinate with vendors to arrange vehicles on rental basis.
4. Arrange for staff air travel and accommodation for official purposes.
5. Support in logistics, procurement, HR functions, training programs and events.
6. Any other task assigned by supervisor

Job Details

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| Functional Area: | Admin |
| Total Positions: | 1 Post |
| Job Shift: | First Shift (Day) |
| Job Type: | Full Time/Permanent |
| Department: | Admin |
| Job Location: | Islamabad, Pakistan |
| Gender: | No Preference |
| Age: | 25 - 45 Years |
| Minimum Education: | Bachelor |
| Additional skills: | MS Office (Word, Excel and Power point) |
| Minimum Experience: | 3 Years |
| Apply Before: | Oct 07, 2022 |
| Posting Date: | Sep 22, 2022 |
| Email: | accounts@slf.org.pk |
| Mailing Address: | H# 71C, Street No. 54, Sector E-11/3 Markaz Islamabad. |