

JOB DESCRIPTION

Title	Admin Officer
Department	Business Investment and Commercial Services
Reports to	Manager BICS (Project Manager)
Location/Campus	Kukum and Panatina Campus

Summary

The position is responsible for the key areas of Administration aimed to providing high quality and delivery Services on administration support to Staff that work for two weeks SPG -23 – Catering

Main Duties and responsibilities

	<ul style="list-style-type: none"> • Provide administrative support for Staff involve on catering team. • Monitoring on Staff Attendance for each shift and record exact time in and out of all staff. • Liaise with logistic staff to ensure that pick up and drop off Staff must be on time. • Ensure staff daily attendance data is recorded manually and entered in computer for payroll time sheet. • Receiving complaints from participants on related issues on food and provide report to project manager for urgent • Ensure that delivery of food to Panatina Kitchen must be on time. Provided each day report on daily Meal Serve and report back to Chefs on various Kitchens. • Supporting the overall administrative issues and concerns for staffs related to Catering
Quality Assurance and Customer Satisfaction	<ul style="list-style-type: none"> • Ensure that all Staff under PG 23 adhere to relevant policy and contract scope. • Ensure that Administration Dept must liaise with catering team on Breakfast and Dinner feedback. • Allocated tasks given must be done with the short term period of two weeks as per contract under PG 23 for Catering.
People Management and team work	<ul style="list-style-type: none"> • People with team work adhere to this event for two weeks • Identify training needs and deliver training to all Administrative teams. • Deal with day to day queries • Setting the Administration team on Standard high. • Recognize good performance from Staff during the two weeks game. • Deal with issue on non –performance Staff through Project Manager related to issue arises.
Business, planning,	

reporting and management	<ul style="list-style-type: none"> • Manage day to day administration and ensuring delivering of standard services administrative for two weeks.
<u>Dimensions</u>	
Problem solving and impact	<ul style="list-style-type: none"> • To assist in decision making regarding operational aspects on administration on Catering for two weeks. • To contribute on decision making on food related issues and activities during the game. • To resolve on any issues related to Catering.
Resource management	<ul style="list-style-type: none"> • To contribute to the overall Administration management of Catering for two weeks areas of Catering such as resource requirements and management decision • To participate in Administration level on planning as per contract signed on Catering. •
Working Environment	<ul style="list-style-type: none"> • Administrative team should be more understandable on their job. • Team work is very important during the two weeks game. • Positive attitude on work ethics must apply during the two weeks game.
Decision making authority	<ul style="list-style-type: none"> • Assist to advice Staff their enquiries related to Catering. • Oversee staff on their daily work place. • Determine quality customer service on administration during the two weeks.
<u>General Responsibilities</u>	
<ul style="list-style-type: none"> • Quality Customer Service delivered on administrative team for two week • Attempt to answer prompt enquires from Staff on any related issues on Catering. 	
<u>Qualifications required</u>	
<ul style="list-style-type: none"> • Degree or Diploma in administration from a recognized institution. 	
<u>Experience</u>	
Essential to the position	<ul style="list-style-type: none"> • Have 3 to 5 years work experiences in the relevant position • Well presented with good written and spoken English • Experience with administration and process. • Excellent Customer Service • Computer proficiency • Must be punctuality • Ability to work as team member. • Must work on weekend.
<u>Terms and Conditions</u>	
<p>The position is for two week contract under part time employment contract. Remunerations and benefits will be according to SINU part time Salary level for two weeks game.</p>	