

Senior Provincial Administrative Assistant - East Java

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Company: MSH

Location: Indonesia

Category: other-general

Overall Responsibilities:

The Senior Administrative Assistant is providing general administrative support for provincial team and all USAID BEBAS TB staff in general. They will assist the Sr. Finance and Admin Analyst in administrative work and work closely with the Receptionist/Admin and Accountant to ensure a smooth flow of Office Operations at the provincial level. Illustrative tasks include day-to-day assistance to all team, receiving finance related documents from vendors, manage operational/ office supplies/ supplies/ stationery, supporting IT on required office equipment, and similar office duties as required.

Specific Responsibilities:

- Proactively assist all staff with administrative assignment.
- Manage, act on and follow-up of matters requiring the attention of Provincial team and other members of the Provincial team, manage their schedule, agenda and correspondence.
- Receive, verifying and route any finance related documents to accounts for payment to vendors.
- Replenishing and ensuring that staff have operational supplies/stationery required for their daily office work (ensuring sufficient printing paper at copier/printer points, notebooks, and tooled desk organizers as required by staff)
- Support meeting schedules, ensure timely setup, working with the IT staff for required equipment and with cafeteria for required refreshments (tea, meals, supplies etc.)

QUALIFICATIONS

Qualifications Education:

- Bachelor's degree required.

Experience:

- 3-year prior experience working in a professional business environment with front desk, stores management and general office assistance experience.

Competencies:

- English fluency and strong administrative, organizational, and written and verbal communication skills
- Computer literacy at an intermediate using word processing and spreadsheet applications, Microsoft Excel, and Word desirable.
- Demonstrates a willingness to learn and widen his/her skills.
- Initiative, good interpersonal / communication skills, and ability to work independently with minimum supervision execute tasks efficiently and is proactive.
- Excellent organizational and prioritization skills, and attention to detail.
- Demonstrated competence to assess priorities and manage a variety of activities.

Physical demands:

- Some domestic travel as required.
- Ability to spend long hours looking at computer screen and doing repetitive work on a keyboard.
- Keyboard use, Pulling drawers.
- Lifting papers <10lbs., etc

MSH is an equal opportunity employer and will not discriminate against any employee or applicant for employment on the basis of race, color, sex, sexual orientation, gender or gender identity, religion, creed, citizenship, national origin, age, veteran status, or disability unrelated to job requirements. MSH will take affirmative action to ensure that qualified applicants are employed and that employees are treated without regard to their race, age, color, religion, sex, sexual orientation, gender identity, national origin, veteran and disability status. In compliance with U.S. Department of Labor Executive Order 11246, Section 503 of the Rehabilitation Act, and Section 4212 of the Vietnam Era Readjustment Assistance Act, MSH has developed and maintains an affirmative action program and plan.

EEO is the Law - English

EEO is the Law - Spanish

Pay Transparency Nondiscrimination Poster

Know Your Rights - Workplace Discrimination is Illegal

Family and Medical Leave Act (FMLA)

Employee Polygraph Protection Act

MSH EEO-AA Policy

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