

# Sodexo Office Assistant

Required Immediately for East West Tie Project

Job title : Admin Clerk

Reporting to : AGM / GM

Subordinates : None

Job Objective: Clean and maintain office area; provide administrative support, photocopy, filing, emails, Billing, Payroll, Audits, Reports, Ordering and maintaining general supplies, etc. as directed by AGM & GM, complete data entry.

## Duties and Responsibilities

### 1. Standards

- 1.1. Ensure that all work is carried out as per the contract and client specifications and instructions from supervisor
- 1.2. Liaise with supervisor to receive instructions and feed back on operational requirements, achievements, and improvements.
- 1.3. Ensure cleaning of offices and designated areas as per schedule given by the supervisor.
- 1.4. Ensure adequate supplies are available, place requisition with supervisor for approval.
- 1.5. Ensure smooth and timely office cleaning is completed without causing any interruptions or inconvenience.
- 1.6. Observe and comply with operating instructions and guidelines while using various equipment in the office.
- 1.7. Perform any other task assigned by the supervisor.

### 2. People

- 2.1. Develop and maintain good working relationship with customers/office personnel through pleasant manners and positive attitude.
- 2.2. Maintain a professional and pleasant working relationship with all his superiors and peers at all times.

### 3. QHSE

- 3.1. Ensure all work is carried out in compliance with the Quality, Health, Safety and Environment management system.
- 3.2. Ensure that all accidents, fire, loss, theft and damages are reported to superiors immediately and proper procedures are followed. In addition, where appropriate, take remedial action.
- 3.3. Adhere to the QHSE rules and regulations of client.
- 3.4. Use correct PPE and maintain them in good condition.
- 3.5. Ensure proper usage and maintenance of all equipment at work and report any malfunctioning of equipment's to superiors immediately.
- 3.6. Conduct regular inspections of all areas ensuring maintenance of excellent hygiene standards.
- 3.7. Maintain the highest possible standards of personal hygiene.

### 4. Management

- 4.1. Monitor costs and quality to ensure that they meet the targets and objectives set by the supervisor.

If you are interested please forward your resume to John Leitao

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