

General Affair



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Phone :

Web :

Job Summary

Vacancy : 1

Deadline : Sep 19, 2023

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Employment Status : Full Time

Experience : 3 - 5 Years

Salary : Salary Negotiable

Gender : Any

Career Level : Staff

Qualification : Bachelor Degree

Job Description

Facilities Management:

- Supervise office maintenance, cleanliness, and appearance to create a comfortable and productive work environment.
- Coordinate with external vendors for repair and maintenance services.
- Manage office space allocation and layout optimization.

Procurement and Supplies:

- Source and procure office supplies, equipment, and furniture as needed.
- Maintain inventory levels and ensure supplies are well-stocked.
- Negotiate with suppliers to ensure cost-effective purchases.

Security and Safety:

- Implement and enforce security protocols to ensure the safety of employees, visitors, and company assets.
- Liaise with security services providers and monitor access control systems.
- Conduct regular safety drills and training for employees.

Employee Services:

- Manage employee welfare programs and initiatives to enhance job satisfaction.
- Coordinate office events, celebrations, and recreational activities.
- Handle employee queries and concerns related to general affairs matters.

Travel and Accommodation:

- Arrange travel bookings and accommodations for employees as required.
- Ensure travel expenses are managed within the company's guidelines.

Documentation and Records:

- Maintain accurate records related to facilities, vendors, contracts, and expenditures. Prepare and submit regular reports to management.

Compliance and Regulations:

- Ensure compliance with relevant laws, regulations, and company policies in all general affairs activities.

Budget Management:

- Assist in preparing and monitoring the general affairs budget.
- Control costs and expenses within the approved budget.

Education & Experience

- Bachelor's degree in Business Administration, Management, or a related field.
- Proven experience in general affairs, facilities management, or related roles within the logistics industry.

Must Have

- Strong organizational and multitasking skills.
- Excellent communication and interpersonal abilities.
- Proficiency in Microsoft Office Suite.
- Familiarity with safety and security protocols.
- Detail-oriented and solution-driven mindset.

Educational Requirements

Bachelor Degree

Compensation & Other Benefits
