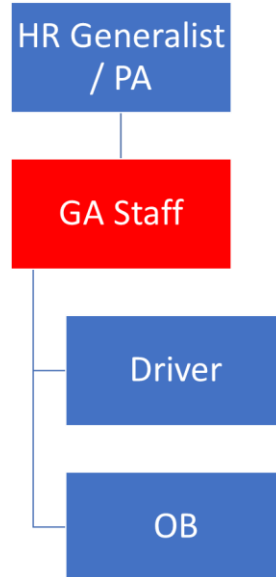


Job Family: HR GA	
Job Cluster: GA	
Job Role: GA Staff	
Grade:	Date: 30-04-2021

Organization Chart:



Purpose of Job:

- Business in all its aspects must be carried out by respecting the AVK Code of Conduct. You need to ensure that our partners respect the Code of Conduct principles.
- Responsible for providing support in the various human resource and general affair functions, which include recruitment, staffing, training and development, performance monitoring, personnel reporting, building maintenance, office equipment and other matters that are related.

Key Activities:

- Receives incoming telephone calls for the Company, obtains caller's name and forwards call to appropriate person or takes a message.
- Greets clients and visitors and directs to conference room or staff member's office.
- Receives or sends out messenger/courier items/documents. Sorting and mailing for internal departments.
- Provides information and assistance to clients and customers. Answers inquiries for the general public.
- Assists in compiling and updating the Company's internal telephone directory.
- Coordinate with Cleaners to clean the Meeting Room, checking the meeting room's equipment (e.g. tissue, mineral water, etc) always make sure that the Meeting Room are clean and ready to use.
- Coordinate (by e-mail or telephone) with building engineering staff if there is any employees want to work overtime.
- Coordinate with Office Boy/Girl in opening/closing side doors at Office Area
- Note down for employee's permission due to illness and then give the list to each manager.
- Monitor staff performance and attendance activities. Recommend solutions to resolve chronic attendance difficulties. Monitor scheduled absences such as holidays or travel and coordinate actions to ensure the staff absence has been adequately covered off to ensure continuity of services.
- Performs typing and other clerical duties.
- Maintain the personal records of employees on matters such as leave, telephone bill, taxi voucher and prepare associated management reports
- provide advice and information to management and employees on human resource policies and procedures, including equal opportunity, anti-discrimination and occupational health and safety programs
- Crosscheck top up pettycash and emoney driver also responsible for PresDir's



Job Profile_GA Staff

driver expense

- Maintain, monitor and purchase for ATK, Pantry, Cleaning supplies also electricity
- Liaise with DHL and Express for document shipping
- Be a booker for all employees' business travel arrangement
- Monitor and input all OT on daily basis

Critical knowledge and experience:

- Organised and methodical approach to administration and record keeping
- Excellent IT Skills
- Excellent written and verbal communication skills are essential
- good planning and analytical
- good oral and written communication skills
- tactful and discrete when dealing with people and confidential information.
- maintain standards of conduct
- be respectful
- possess cultural and political awareness and sensitivity
- be flexible
- demonstrate sound work ethics
- be consistent and fair

Collaboration Partner:

- All employees

Preferred Education:

- Bachelor's degree from any major

Competencies and Behavior:

- 1.1. Deciding & initiating action
- 2.1. Working with people
- 3.1. Relating and networking
- 6.1. Planning and organizing
- 6.3. Following instruction and procedures