

- Ensure all vehicles are properly maintained and service regularly.
- Ensure statutory compliances are met with organization policies and procedures.
- Support in organizing meeting/workshop/training in terms of venue, logistic and procurement.
- Prepare monthly report of Procurement and logistic.
- Assist Procurement & Logistics Officer and Departments to develop monthly, quarterly and annual procurement plan.
- Manage driver's schedule and monitor their log books, calculate overtimes and monthly fuel consumption.
- Manage and supervise daily transportations for staff movement.
- Ensure fleet log books are check regularly.
- Monitor and manage fuel consumption for office vehicles.
- Ensure all vehicles are well maintained regularly.
- Prepare monthly fleet management report.
- Supervise Drivers to improve their performance
- Ensure all vehicles and drivers are always met with safety conditions and manners.
- Ensure Assets and Inventories lists are update regularly.
- Update and report inventory list monthly basis.
- Greet and assist visitors to the office
- Act as the point of contact for internal and external guests
- Answer incoming calls and assume other receptionist duties when needed
- Maintain polite and professional communication via phone, e-mail, and mail.
- Making travel arrangements, such as cars, and booking hotels staffs.
- Ensure payment for electric bill, phone bill, Internet bill etc.,
- Maintain and update supplies inventory register and physical check bi-annually.
- Maintain Monthly Impress System for office running cost and submit report regularly
- Prepare and monitor invoices
- Management of the office's guards, and security service rental's duty schedule and overtime.
- Manage workflow by assigning tasks to other administrative employees daily, ensuring that deadlines are met and work is completed correctly.
- Other duty assigns by line Manager

General

- Ensure high standards of accountability and full compliance with MA-UK Myanmar internal policies, financial policies and procedure.
- Any other duties assigned by supervisor including extension to other projects covering new needs in different sector.

Skills, Competencies and Requirements

Qualification

- a. University degree and/or relevant Diploma

Experience

- a. Minimum 2 years experiences in Logistics job working with INGO would be an advantage