TOR for Assistant Manager: Admin Department

1. Monitoring and maintaining office equipment and inventory supplies, orders replacement supplies as needed.
2. Creating, updating and maintaining records and databases.
3. Updating office policies and procedures.
4. Scheduling office calendar and updating as needed.
5. Supporting department managers, staff and CEO.
6. Preparing travel arrangements for office staff and managers overseeing and preparing expense reports and budgets.
7. Coordinating building and maintenance issues for general repair and updating.
8. Organizing special functions and social events Preparing correspondence, documentation or presentation material.
9. Book meeting room and conference facilities as required.
10. Manage the hospitality and logistic requirement of the company.
11. Distribute and store correspondence (e.g Letters, email and packages).
12. Ordering and maintaining stationery and equipment.
13. Provide full support admin support to the team and department.
14. Put up purchase request for all approved purchases for necessary approvals and verify invoices for the raised purchases upon delivery of goods and services.
15. Assist on any ad-hoc tasks as required by the department.
16. Manage and maintain (including insuring) the assets of GIC Bhutan including vehicles, office equipment and others.
17. Maintain stock inventory.
18. Make record and timely payment, annual payment to various service provider and renewal of agreement as per the contract signed.
19. Manage group insurance saving scheme (GIS) and staff welfare schemes.
20. Establish a system to receive and dispatch mails in an efficient manner.

Remuneration:
   a. Basic Pay: Nu 22,950/-
   b. Fixed communication allowance: Nu 2,500/-
   c. Conveyance allowance: Nu 4000/-
   d. HRA: 10% of Basic
   e. Corporate allowance: 40% of Basic
   f. Other entitlements as per GBRL's ISR.