

POSITION: ADMINISTRATIVE ASSISTANT(OBO)

BASIC FUNCTION OF POSITION

The Administrative Assistant (AA) furnishes a wide range of administrative and clerical assistance to the OBO Project Director (PD) and other OBO management staff for the Embassy Rangoon American Center construction project. AA is responsible to the OBO PD for administrative management of OBO's resources and activities, including but not limited to financial matters, procurement and supplies, computer network, shipping and travel, personnel, maintenance management for residential and official furnishings and office administration and management, and clerical services. AA provides project support, coordinates logistics, assists and administers budget preparation and procurement activities.

MAJOR DUTIES AND RESPONSIBILITIES

- The OBO Administrative Assistant is responsible to assist with budget preparation, and provide guidance, suggestions and advice to OBO PD and OBO management staff on all budget matters including procurement, quotations, cost, and quality assurance. Incumbent works as a liaison between OBO and Financial Management Section for budget, personnel and procurement costs. AA also liaises with Embassy contracting officer for necessary procurement actions. AA is responsible to track all budgets, accounts, purchases, credit cards, procurement, and inventory. After meeting training requirements, AA serves as OBO cashier; functions include paying bills, disbursing petty cash, maintaining, recording, preparing relevant documents to report and track expenditures. AA maintains logs and records of meetings with the host country and municipal officials for the OBO PD and OBO management staff. ..35%
- AA is responsible for upgrading and updating all office equipment, supplies and furnishings in order to maintain a superior business standard for the office; ; maintains the office's inventories on furniture and office equipment; conducts administrative management studies to determine the possible ways and means for effecting efficient and economic administrative operations. Incumbent organizes office computer network, manages system access control and maintains operational protocols. 5%
- Incumbent handles OBO staffs' relevant travel arrangements; handles a broad scope of exceptionally diverse matters related to OBO construction management office support activities. Functions are complex such as managing the office computer network, coordinating and scheduling computer maintenance, creating computer system backups, and managing the work assignment of the expediter/driver.5%
- Incumbent manages the OBO calendar of appointments, meetings and reports; types and processes all correspondence, routine and complex, for the OBO Project Office including correspondence up to the sensitive but unclassified (SBU) level; establishes the office electronic filing system and ensures system integrity is maintained; files all unclassified material and maintains OBO filing system properly; receives and reviews all mail and faxes for distribution to the OBO Construction Project Office; review all OBO reports for accuracy and typographic errors.15%
- Incumbent provides receptionist services including providing general information, assisting callers and visitors in locating the parties they seek, informing host of visitor(s) and escorts guests

to the appropriate office; serves as the timekeeper, maintaining time and attendance reports for the entire OBO staff; maintains contacts with appropriate Rangoon governmental and private officials relevant to construction; develops/prepares and maintains OBO contact list. 20%

- Incumbent is responsible to draft official correspondence to both the contractor and the local government authorities in order to support the construction of the new Rangoon American Center, as well as coordinate and assist with the preparation of all field office reports made to the Embassy and OBO headquarters. Incumbent maintains project folders and letter/document control logs for all outgoing and incoming documentation; maintains other control logs, e.g. contractor submittals; maintains computer databases for OBO and backs them up on a scheduled basis; initiates form letters for transmittals and distributes routine documents to the appropriate engineer; schedules meetings with contractor and local officials in support of project engineers' requirements; collects data, like weather and contractor staffing on site, to use for daily, weekly, and monthly project reports; orders and receives supplies, and reconciles invoices. 20%