

## Position Description: Administrative Assistant-OBO

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### ❖ **Basic Function of the Position:**

The Administrative Assistant (AA) furnishes a wide range of administrative assistance to the Overseas Building Operations (OBO) Project Director (PD), Construction Manager (CM) and other OBO management staff for the NEC Colombo project. AA is responsible to the OBO PD for administrative management of OBO's resources and also assisting the PD on activities related to finance procurement and supplies, computer network, shipping and travel, personnel, maintenance management for residential and official furnishings and office administration and management.

### ❖ **Major Duties and responsibilities:**

The OBO Administrative Assistant (AA) 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. AA is responsible for upgrading and updating all office equipment, supplies and furnishings in order to maintain a superior business standard for the office. AA conducts administrative management studies to determine the possible ways and means for effecting efficient and economic administrative operations.

Incumbent works as a liaison between OBO and post Financial Management Office (FMO) for budget, personnel and procurement costs. AA establishes office file system and ensures system integrity is maintained. AA provides project support, coordinates logistics, assists and administers budget preparation and procurement activities.

AA is also the liaison with Embassy contracting officer for necessary procurement actions. AA is responsible to track all budgets, accounts, purchases, credit cards, procurement, and inventory. Also AA disburses, maintains, records and reports petty-cash expenditures.

AA maintains logs and records of meetings with the host country and local authorities' permitting division for the OBO PD. AA is responsible to draft official correspondence to both the contractor, as well as the local government authorities, to support the construction of the new U.S. Embassy as well as coordinate and assist with the preparation of all field office reports made to the Embassy and OBO management.

AA will require access to SBU information, on a need to know basis, as determined by the PD or the Site Security Manager. AA assists and coordinates requirements for the engineering and other professional education programs as required, and administers T&A reports to the Embassy. Incumbent serves as a personal assistant to the OBO PD and handles all PD's travel, general and congressional correspondences and provides support information. Incumbent coordinates office computer installations, manages system access control and maintains operational protocols.

AA coordinates a broad scope of exceptionally diverse matters related to OBO construction management office support activities. Functions are sometimes considered very complex such as managing the office computer network connections with post maintenance team, scheduling computer maintenance, creating computer system backups, and managing the secretarial, expeditor, shipping clerk and driver work assignments.