Job description of Human Resource and Admin Assistant (Soni Maharjan)

*R: Responsible: Ms. Soni Maharjan*

*A: Accountable: Ms. Shriya Chaubey*

*C: Coach: Mr. Sagar Dev Lakhe Shrestha*

*I: Informed: Mrs. Buddha Laxmi Manandhar, Mr. Binod Maharjan & Mr. Bimal Raj Regmi*

HR and Admin Assistant Job Description

* Handling administrative requests and queries from senior managers
* Organizing and scheduling appointments with admin software
* Planning meetings and taking detailed minutes
* Order office supplies and research new deals and suppliers
* Maintain contact lists
* Assist in Management of the company's fleet of vehicles, including scheduling maintenance, repairs, and inspections.
* Coordinate vehicle assignments, fueling, and proper record keeping for each vehicle
* Maintain accurate and up-to-date records related to facilities, repairs, maintenance, and operational activities.
* Ensure proper documentation of all activities and transactions, adhering to company policies and procedures.
* Maintains human resources records for employees by recording the hiring, transfer, termination, change in job classifications, and merit increase dates as well as tracking vacation, sick, and personal time.
* Enter Fleet data (Vehicle information) in the fleet management system
* Update the fixed asset list and inventory list as and when required
* Carry out asset verification at least once in a year
* Make request for regular kitchen supplies and stationeries and other office supplies
* Prepare payment request and submit to the finance for further process.
* Ensure the stocks are properly stored and managed in the office store room
* Assisting the Senior Management Team (SMT) with the collection/compiling of data as required.
* Assisting the Senior Management Team with recruitment/induction processes, including job advertisements, draft job offers letters and contracts and filing of such HR records.
* Assist activities managers with compiling, managing, monitoring, and tracking budget (e.g. organizing invoices, checks, & other financials) and preparing financial/funding reports, when deemed necessary.
* Liaise with executive and senior administrative assistants to handle requests and queries from senior managers
* Act and undertake responsibilities of Admin and front desk assistant in their absence