

The Alliance Française de Dhaka (AFD)

The AFDhaka is a nonprofit Society promoting French Culture and cultural relations between people of France and of Bangladesh. We offer French classes, cultural activities and run a multimedia library. We are seeking to invite hard working and qualified candidates for the

POST OF ADMIN OFFICER

No. of Vacancies: 1

Job Nature: Full- time

Salary Range: Negotiable

Educational Qualification: Masters' level degree (Preferably in Management/ Public Administration/ HRM)

Experience: Minimum two years experience in HR & Admin

Contract Duration: One (1) year with possibility of extension based on performance

Job Description / Responsibility

- Regular maintenance & repairing work follow-up with technician & outside vendors
- Administrative support before and during DELF exam, Cultural Program
- Providing support to the Education Administrative officer for Classroom maintenance work
- Following up Administrative issues with Cultural Department during the cultural program
- Updating Asset Register file for Audit
- Coordinating with Uttara & Gulshan branch (for administrative issues)
- Purchasing furniture, Electronics and Computers equipment (If and when necessary)
- Administrative support during different training, Meetings (Like: Teacher's training, AGM, Board meeting)
- Maintaining working hours and duties of the security, service and cleaning staffs
- Updating overtime schedules & submit to Accounts department
- Leave monitoring for AFD staffs & record keeping
- Monitoring- Monthly cleaning items purchase for Dhanmondi and Gulshan Branch
- Maintaining relationships with vendors, service providers and landlord, ensuring that all items are invoiced and paid on time
- Renewal of service contract with different vendors when expired.
- Working with Hiring process directly with the Director
- Providing information regarding office holidays time to time, creating and supplying different notices (as necessary)
- Maintaining general office files, including purchase information, leave records and other files related to the company's operations.
- Arranging Facebook promotion during the French course admission period with Digital Marketing Agency.
- Overseeing the maintenance of office facilities, and equipment.

Note: Duties & responsibilities are not limited to the above list.

Additional Job Requirements:

- Excellent command in English & Bangla
- Excellent knowledge of Office application
- Knowledge of French language would be an advantage
- Must be proactive & self motivated
- Must be responsible and reliable
- Must have follow-up skills
- Excellent written and verbal communication and interpersonal skills

Application Deadline:

Interested candidates are invited to send a written application along with a complete resume to hadmin@afdhaka.org.

The supporting documents can be dropped at the reception of Dhanmondi branch of Alliance Française de Dhaka, 26 Mirpur Road, Dhaka 1205, c/o Sharmin Afroj, Admin Manger.