

Job Description - Admin and Logistics Officer

Minimum Educational Qualification: Bachelors
Experience: Minimum 2-3 years
Location: Peshawar

Responsibilities/Duties:

- Preparation of master copy of invoices for each month.
- Attaching invoices and other supporting documents with the voucher.
- Arranging the vouchers according to ledgers in each project file.
- Maintaining petty cash.
- Updating bank register and preparing bank reconciliations.
- Coordination with suppliers and preparation of procurement documents i.e. Purchase requisition, goods received note etc.
- Maintain inventory of office stationery etc.
- Preparation of HR documents.
- Maintaining personnel files of the employees.
- Assist Accounts officer, Finance Manager & Finance Director.
- Payment of utility cheques, vendor bills etc
- Supervise office vehicle and responsible for review of vehicle log-books.
- Preparation of summary of monthly fuel expense, food expense, communication expense etc.
- Printing of cheques.
- Any other task assigned by the supervisors.