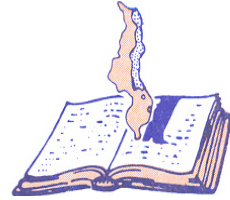


# THE BIBLE SOCIETY OF MALAWI



God's Word Life for All

Bible House  
Victoria Avenue  
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BLANTYRE  
Malawi

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## JOB DESCRIPTION – OFFICE ASSISTANT

### 1. Job Details

<b>Role/Title:</b>	Office Assistant
<b>Grade:</b>	S7 - Operative
<b>Reports to:</b>	Executive Assistant
<b>Liaises with:</b>	Senior management team, and all staff across all departments. Key external contacts include (but not limited to) customers
<b>Location</b>	Blantyre

### 2. Main purpose of the job

Under the direct supervision of the Executive Assistant and overall supervision of the Director of Finance and senior management, the incumbent shall undertake the task of cleaning, messenger, and administrative support.

### 3. Key Result Areas

#### a. Cleaning

- Responsible for all cleaning in and around office premises of the Bible Society
- Cleans floors and rooms including dust mopping, damp mopping, sweeping, vacuuming, dusting and spot cleaning glass and windows.
- Cleans restrooms, including restocking toiletries, emptying trash, cleaning and sanitizing fixtures, spot cleaning doors and walls, sweeping and mopping tile floors and cleaning toilets and urinals.
- Vacuum, empties trash, replaces liners.
- Maintains cleaning equipment and supplies.
- Monitors and maintains sanitation and organization of assigned areas.
- Follow all health and safety regulations.

#### b. Messenger

- Assisting in dispatching and offloading Bibles.
- Receive letters or materials to be delivered, and information on recipients, such as names, addresses, telephone numbers, and delivery instructions, communicated via telephone, or in person.
- Deliver letters and items such as newspapers, documents, and packages within the Bible Society and to other stakeholders.

### c. Administrative Support

- Preparation of refreshments for the Bible Society's meetings to ensure optimum service is provided to meeting participants and guests.
- Carrying out administrative support such as filing, copying, binding, and scanning.
- Notify the supervisor any occurrences of deficiencies that needs repairs.
- Carry out other functions which may be assigned by supervisors from time to time.

## 4. Job requirements: Experience, Competence and Qualifications

- Minimum of 2 years post qualifying relevant work experience
- Malawi School Certificate of Education (MSCE)
- Knowledge of cleaning chemicals and supplies
- Familiarity with Material safety Data Sheets
- Integrity
- Ability to work independently with minimum supervision
- Knowledge of English language
- Proactive
- Time management
- Maintain confidentiality
- Knowledge of computer will be an added advantage
- Ability to speak good English and a good communicator
- Flexible to go an extra mile when the need arise.

## 5. Physical Effort

At certain points of the day the post holder will be expected to undertake bending, lifting and stretching in the course of their duties e.g., minor maintenance work, remedial painting and decorating, repairs to fixing, receiving deliveries of goods and equipment, setting out and putting away furniture. Due to the nature of the post, there will be an expectation that the post holder will be exposed to dirt and dust which on occasions, for example adverse weather conditions, may be higher than normal.

**NB:** This job description is intended to give the post-holder an appreciation of the role envisaged and the range of duties and responsibilities to be undertaken. It does not attempt to cover every activity. Specific tasks and objectives will be agreed with the post-holder at regular intervals. The post-holder will be required, always, to perform any other reasonable task as requested by the Executive Assistant and senior management.