



NAKHLAH
Educational House For Islamic Grooming

Job Title: Admin Officer

Roles and Responsibilities

- To ensure smooth management of dispatches related to administration, HR documents, and manage admin, HR and procurement related activities.
- Responsible for inventory management (ordering, receiving, sorting, stocking, issuing and documenting goods/consumable items) efficiently and effectively.
- To ensure internal campus cleanliness and update Performa as per physical status of the location/campus.
- To ensure that useful first aid box is available all the time.
- Counseling of all domestic staff as and when required.

Knowledge and Skills Requirement

- Good communication skills
- Good computer skills
- Can handle tasks independently
- Good organizing and planning skills.
- High energy level and self motivation.
- Fluency in English
- Problem solving and decision making skills.
- Sound knowledge of Faraidh and Wajibaat.

Experience

At least 1 year of experience in a similar capacity.

Educational Qualification

Preferably Masters

Minimum Graduate