



## Admin and Logistic Assistant

### 1 Positions

#### Background:

Development Impact Solutions (SMC-Pvt) Ltd – DIS - is registered with the Security Exchange Commission of Pakistan (SECP). The DIS offers innovative solutions to the development challenges and assists government bodies, private sector, and workers and civil society organization for the realization of labour rights and human rights as enshrined in the Constitution of Pakistan. DIS carried out an innovative project “Linking Brick Kiln Women Workers with Formal Health Care System” in rural area of District Lahore, Punjab. Based on successful results during the pilot stage, this project has now being scaled up in District Lahore and District Rawalpindi. The project will continue to work closely with the relevant provincial line departments, private sector (brick kiln employers) and workers to improve health seeking behaviour of brick kiln women workers. This project is funded by Department for International Development (DFID) through Health and Nutrition Innovation Fund (HANIF) Project managed by Palladium Pakistan (Pvt) Ltd. Under this project DIS intends to hire the services of one Admin and Logistic Assistant based in Lahore.

#### Advertised on

19 June, 2017

#### Closing Date

28 June, 2017

#### Location

Position is based in Lahore

#### Position:

Admin and Logistic Assistant

#### Reports to:

Admin & Logistic Officer

#### Department:

Administration

#### Over all

#### Responsibilities:

The Admin and Logistic Assistant is responsible for providing support in the various Admin & Logistics functions at office Lahore.

#### Specific

#### Responsibilities:

- To ensure implementation of office administrative procedures, rules & regulations.
- Provide full admin support to the team and department
- Inventory Management
- Documentation, printing and filling duties
- Manage Lahore office infrastructure, maintenance/repairs, and support field office in the same.
- Provide all admin support to organize meetings, workshops, and seminars
- Support the Admin officer in daily admin roles and to keep stock of supplies for Lahore Office
- Ensuring attendance, maintaining Time Sheets / Leave Records / Recruitment & Personal files and updating monthly HR directory

- Manage Petty Cash.
- Assist Admin in logistic arrangements including vehicles, travel and accommodation
- Handel telephone calls and official communication and its record keeping
- Provide necessary admin support to the Project Director
- Maintains adequate office supply of all department supplies used within the department
- Produces forms, schedules, and correspondence as required
- Supervise support staff as required
- Any other task given by the senior management.

**Skills, experiences  
qualifications**

Ideal candidate should have:

- Candidate having Bachelors/Masters in Business administration are preferred
- Two Year experience on relevant positions
- Excellent computer skills (MS-Office).
- Sociable, flexible and problem solver.
- Prior experience of and an ability to work in high volume work environment.
- Proven ability of English Writing Skills.

**How to apply:**

To apply for this role please forward your CV, covering letter, outlining your skills and experience [humanresource.dis@gmail.com](mailto:humanresource.dis@gmail.com) by June 28, 2017.

**Important:** Please reference “**Admin and Logistic Assistant**” in the subject line of email. DIS sincerely thanks all applicants for their expressed interest in this opportunity; however only those selected for an interview will be contacted. No phone calls please.

DIS is an inclusive workplace, and is committed to championing accessibility, diversity and equal opportunity. Requests for facilitation can be made at any stage of the recruitment process providing the applicant has met the Bona-fide requirements for the open position. Applicants need to make their requirements known when contacted.