

Position:	Front Desk Assistant
Division:	Administration
Reports to:	Manager-Administration & Human Resources
Band:	C

Background & Project Description

In September 2017, the U.S. Government's Millennium Challenge Corporation (MCC) signed a \$500 million compact agreement with the Government of Nepal. The Compact aims to increase the availability and reliability of electricity, maintain road quality, and facilitate power trade between Nepal and India—helping to spur investments, and accelerate economic growth. The compact agreement is valid for a period of five years, and is currently in implementation stage, prior to Entry-Into-Force (EIF) at which time the five-year time period begins.

Pursuant to the aforementioned agreement, the entity charged with implementing the project has been established as the Millennium Challenge Account Nepal (MCA-Nepal) entity. This position will assume a critical role in the success of MCA-Nepal.

Position Objective

The Front Desk Assistant, in direct supervision of Manager-Admin and HR, is responsible for managing front office, handling internal and external information and providing other administrative support to the office staff.

Duties and Responsibilities

Front Desk Support

- Welcomes visitors/direct them appropriately/ support them by providing required information.
- Handles the phone calls and directs the call to the concerned staff
- Manages incoming and outgoing letters, faxes, documents in registers accordingly
- Keeps updated contact record of all the staffs and relevant stakeholders.
- Provides assistance in scanning, photocopying, printing whenever needed.

Administration Support

- Updates Staff movement and keeps record of staff field visit daily.
- Keeps record of stationery items and releases as per requirement of staff.
- Supports in vehicle booking/hall booking logs and coordinates accordingly.
- Supports in the process of Staff Life/ Medical Insurance.
- Provides support in logistics during workshops whenever required.
- Provides other administrative support as and when needed as asked by supervisor

Position Requirements (*Education, Experience, Technical Competencies*)

- Completion of secondary school, a bachelor's degree in any field preferred
- Experience of working in administrative/support functions in international organization
- Demonstrated experience of managing reception
- Proactive with a strong service orientation and able to deal with international visitors
- Strong English/Nepali speaking/writing skills