



OFFICE OF THE REGISTRAR

JOB DESCRIPTION & PERSON SPECIFICATION FOR ADMINISTRATIVE OFFICER

1. JOB INFORMATION

Post Title: **ADMINISTRATIVE OFFICER**
Mode: **Full Time**
Ref No: **WUB/HR/Admin_Off/G_1/2019(2)**

2. JOB DESCRIPTION

Main Duties and Responsibilities

The applicants should have experience in the following area(s):

- The administrative officer will work in the permanent campus in Uttara. He/she must be capable to working within multiple locations.
- Maintaining office work, making and answering phone calls.
- Administrative work completed properly and timely.
- Maintenance of consistent follow-up communication via telephone, in person and email for all relevant matters.
- Analysis of documents and proper filing based on policies.
- Complete outbound calls and emails in a timely manner.
- Excellent performance over MS Office, Internet and email correspondences.
- Interest in administration, management and related fields.
- Fluency in oral, written English (highly desirable).
- Intent on learning office administration skills.
- Good interpersonal and public relations skills.
- Time management and multitasking abilities.
- Self-motivated, well behaved and humble.
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AND such other duties as are within the scope of the spirit of the job purpose, the title of the post and its grading.

Supervision Given

Other Administrators as appropriate.

PERSON SPECIFICATION FOR ADMINISTRATIVE OFFICER

ATTRIBUTES	ESSENTIAL	DESIRABLE
Education / Qualifications	Master Degree / 3 or 4 years Bachelor Degree in any discipline from a recognized University.	Preferable Knowledge of any other foreign language.
Teaching / Work Experience	One (1) year's Administrative work experience is required.	Up to date knowledge of any western Higher Education System.
Job Related Skills and Capabilities	Commitment to delivering high quality services. Good organizational and management skills. Suitable level of proficiency in ICT and understanding of its application.	Evidence of successful external network.
Interpersonal Skills	Effective oral and written communication skills in both individual and group situations. Ability to lead and work as a member of a team of group. Ability to relate to students with diverse backgrounds, ages and experience.	Experience of mentoring or supporting more junior or less experienced colleagues.
Other Requirements	Willingness to travel abroad to undertake administrative and related activities related to the role.	

Instructions

For further information, please send your enquiries to the Mr. Md. Abdul Jalil at aj.masud@wub.edu.bd. An online application forms must be filled from <http://jobs.wub.edu.bd>.