

## ICAP at Columbia University Job Description

<b>Job Title:</b>	<b>Team Assistant</b>
<b>Reports To (Title):</b>	Administrative & HR Specialist
<b>Location:</b>	Almaty, Kazakhstan
<b>Grade:</b>	GEN-04
<b>Date:</b>	October 1, 2024

### **POSITION SUMMARY:**

The Team Assistant will be responsible to provide general office and information-flow management, and secretarial support for all business-related training and other activities/events.

### **MAJOR ACCOUNTABILITIES:**

- Perform receptionist duties: greet visitors, and answer direct phone calls;
- Receive and sort incoming mail and deliveries, and manage outgoing mail;
- Maintain appropriate logs and chronological files of all mail;
- Routinely update office calendar;
- Prepare delegate packs (including bulk printing/photocopying, and production of delegate name badges)
- Provide organizational support, including technical support, to all online training, webinars, Zoom calls, etc.;
- Provide full logistical support for the travel of employees and non-employees (FETP, PHEM, Informatics);
- Manage participants' registration and logistical support during training events, conferences, etc.
- Arrange and coordinate taxi services for business-related purposes;
- Oversee and coordinate office maintenance;
- Conducts bidding/tender for procurement of supplies/goods/services;
- Prepares package of documents for payment (PO, PR and etc.);
- Maintains the Preferred Vendor List on an annual basis in accordance with ICAP SOPs; this includes collecting commercial offers from suppliers, preparing bid documentation and analysis, initiating the procurement committee meetings, and taking notes of the meetings.
- Provide support in the collection of information and preparation of vendor profiles and payment documentation.
- Keep records of the movement of goods and materials in the warehouse of the organization;
- Assist in organizing packaging of goods before delivery;
- Manage office supplies inventory and place orders as necessary;
- Help all staff in the office with scanning, copying, and printing of business-related materials;
- Perform other duties necessary for the effective operations of the project;

- Supervision of housekeeping service and ensure the building and premises are kept clean and in good condition;
- Conduct unofficial written and verbal translations of program documents;
- Perform duties as Security Focal Point in ICAP Kazakhstan;
- Perform other duties necessary for the effective operations of the project.

**EDUCATION:**

A bachelor's degree.

**EXPERIENCE, SKILLS & MINIMUM REQUIRED QUALIFICATIONS:**

- At least 2 years of work experience in an administrative/office management role;
- Computer literacy: competence and confidence in working with all the standard MS Office, applications and Zoom, web-searching skills;
- Fluency in English and Russian. Knowledge of Kazakh is an asset;
- Must have exceptional attention to detail;
- Strong organizational and time management skills, and ability to prioritize;
- Strong problem-solving skills and analytical abilities;
- Excellent communication and interpersonal skills.