

AKSHAR GROUP

POSITION DESCRIPTION:

POSITION TITLE: **Office Assistant**

DEPARTMENT: **All**

REPORTING RELATIONSHIPS:

POSITION REPORTS TO: **HR & Director**

POSITIONS SUPERVISED: **NA**

POSITION PURPOSE:

Office Up-Keep and a runner for all documentations in General Insurance.

Mandatory Functional Skills:

1. Basic Cleaning knowledge & Knows what should go where.
2. Knowledge of all cleaning agents used for cleaning various things
3. Should be well versed with the paperwork related to insurance policies, that might be new policies, modify existing policies, and sometimes even handle paperwork related to claim settlements.
4. Good knowledge of nearby restaurants and shops

Mandatory Behavioral Skills:

1. Disciple and follows instructions
2. Clean, Neat & eye to detailing
3. High on ethics and integrity
4. Humble & cheerful in approach

Duties and Responsibilities

- Clean all glasses, used or unused on a daily basis, whether it is used for drinking water/tea etc.
- All gasses should be cleaned with powder on Saturday.
- Daily dhoop/agarbati should be done if gets finished it should be informed to Admin.
- Ensure proper hand delivery/ pick-ups should be done, if not understand, please ask the Director or the one who has send the documents, but wrong delivery will not be accepted.
- All hand delivery should be maintained with proper signature/stamp and properly filed.
- Maximum time for any delay in delivery of documents allowed is **only 3 working days**
- Xerox papers should be carried in a folder, it should be properly Xeroxed and entry should be done.
- All papers should be properly filled.
- Day-to-day work, feedback to Admin/HR. Daily work schedule has to be maintained in your diary

- Keeping Cleanliness, handling papers properly and keeping all things in their original place.
- Before leaving your desk should be empty and no papers / belongings must be lying.
- Leave/ Half days/ late entry will not be considered without any valid reasons.
- Proper information /address/contact details should be taken from office before going to any client's place and after completion of work call should be made to Director/ Owner.
- See that proper decorum / discipline is being maintained in the office and proper language is used.
- Take care regarding each and everything, which is mentioned / not mentioned in the above list.

I have read, understood and discussed the above and I fully understand the description of my job and agree to abide by this description of my duties.