

Job Title	ADMINISTRATIVE ATTENDANT
Division	Land Administration
Section	Regional Office
Location	Region 6 - Black Bush Polder
Salary Band	One (1)
Objective	To assist in maintaining a clean and healthy environment
Main Responsibilities	<ol style="list-style-type: none"> 1. Keeps the compound clean by removing all fallen debris, litters, etc 2. Empties bin, and assists with the movement of office furniture and equipment. 3. Assists with loading and unloading fuel, equipment, stationary, and other stock for office use. 4. Assists in fetching water during water shortage. 5. Assists in cleaning all drains, and vines from building. 6. Assists with cleaning exterior walls and windows 7. Any other duties that may be assigned by the Supervisor.
Working and reporting relationships	<p>Reports to:</p> <ul style="list-style-type: none"> • Senior Land Administration Officer <p>Other internal working relationship:</p> <ul style="list-style-type: none"> • Managers and staff of GLSC
Job specifications	<p>Qualifications: A sound Primary education Experience and knowledge</p> <p>Inter-personal skills: Ability to communicate</p> <p>Personal strengths: Able bodied, Willing, cooperative, and hard working</p>