



JOB DESCRIPTION

1. Title and Full Name: XXX

2. Job title: Receptionist/Typist

3. Status: Full time

4. Department: Social Cooperation/Admin and Finance

5. Organizational Relationship:

- **Supervised by:** Project Coordinator – Women Program – and Administrative Officer Assistant
- **Report to:** Project Coordinator – Women Program – and Administrative Officer Assistant
- **Communication:** With all Social Cooperation and Open Institute personnel

6. Duties and Responsibilities:

The responsibilities of the Receptionist/Typist are as follow:

In the Admin and Finance Department

1. Managing and routing incoming phone calls.
2. Greeting visitors.
3. Directing visitors to their destinations.
4. Setting appointments for office related works.
5. Taking note and accurately delivering messages to recipients in a timely manner
6. Delivering messages and internal information to staff of the Open Institute as instructed by the Administration officer or the Executive Director.
7. Register in coming letters, sending and follow up letters out, make sure they all reach the right destinations and in a timely manner, and perform other administrative duties as requested by the Administrative Officer Assistant.

8. To assist the administrative Officer Assistant in preparing room and serve refreshment for meetings, trainings.
9. Serving drink for visitors.
10. Observing visitors and report to immediate supervisor any unusual or suspicious persons or activities.
11. Regularly provide report on his/her own job in a weekly or monthly basis as required by the Administrative Officer Assistant.
12. To type or copy documents when required by his/her supervisor or persons designated by the supervisor.

In the Social Cooperation Department

13. To type or convert collected content to Khmer UNICODE, proof read, do necessary content formatting before uploading them to respective information categories of the Women Web Portal and double check the uploaded content to make sure that they appears correctly.
14. To work closely with the Webmaster to upload and manage content – text, documents and media files – on the Web Portal assuring that information is placed to correct categories and workable links.
15. To cooperate with the women team do daily content collection for the women web portal.
16. To file the collected hard and electronic content in an appropriate information management system that can be easily accessible and search-able whenever needed.
17. To participate in the communication spaces, email, mailing list, blog and forum of the Women Web Portal.
18. To regularly communicate and develop reports, work plan, time schedule, arising problems, and results of related works to the immediate supervisor.
19. All access and information must be kept confidential and be communicated internally only with the person(s) designated by the immediate supervisor.
20. Administrative access permission (user name and password) of all hosting and web systems are only granted to do the assigned tasks. Any change must have prior approval from the immediate supervisor.
21. To perform effectively and in timely manner works assigned and undertake any other support duties as may be required from time to time by his/her immediate supervisor, the Executive Director or the person designated by the Executive Director.