Job Description

Job Title:	Administration & Coordination Officer
Department:	Pakistan Support Hub – Global Fundraising Division
Reports to:	Operations Manager, Pakistan Support Hub
Location:	Islamabad, Pakistan
Contract Type:	Contractual/Annual
Salary Range:	PKR. 120,000/- to PKR. 150,000/-
Purpose	The Administration & Coordination Officer will be responsible for managing the day-to-day administrative requirements of the Pakistan Support Hub, ensuring the smooth functioning of office facilities, resources, and support services. The role will coordinate with internal departments, vendors, and service providers to manage procurement, staff administration, office maintenance, and financial documentation. The postholder will work closely with the Operations Manager and relevant departments to ensure administrative requests are handled efficiently and completed on time.
Key Responsibilities	**1. Office Administration & Facilities Management** • Manage day-to-day office administration and ensure a well-organized and functional working environment. • Coordinate office maintenance, repairs, utilities, internet, and other facility-related requirements. • Monitor office supplies, stationery, kitchen supplies, and other resources, ensuring timely replenishment. • Maintain records of office equipment, furniture, inventory, and organizational assets. • Coordinate with IT for equipment allocation, technical support, and staff requirements. • Ensure office facilities and resources are maintained according to organizational standards. **2. Procurement & Vendor Coordination** • Coordinate procurement requests for office supplies, equipment, furniture, and other requirements. • Obtain quotations, maintain comparisons, and follow up on purchase requests and approvals. • Liaise with vendors and service providers regarding orders, deliveries, invoices, and payments. • Coordinate with the relevant Procurement and Finance departments to ensure requests are processed according to organizational procedures. • Maintain procurement records, purchase documentation, and vendor information. • Monitor pending procurement requests and follow up until completion. **3. Staff Administration & HR Coordination** • Maintain accurate staff attendance, leave, and administrative records.

	• Coordinate with HR regarding employee documentation, contracts, onboarding, and other staff-related administrative matters. • Support arrangements for new employees, including workstations, equipment, and office access. • Maintain organized staff records and ensure documentation is updated when required. • Coordinate staff travel, accommodation, transportation, and other logistical arrangements. • Assist the Operations Manager with administrative requirements relating to staff and office management. **4. Financial Administration & Coordination** • Maintain accurate records of office expenses, invoices, reimbursements, and payment requests. • Coordinate with the Finance department for payment processing, advances, and expense settlements. • Support petty cash management and maintain supporting documentation where applicable. • Assist with monitoring administrative budgets and maintaining expense trackers. • Ensure financial documentation is properly maintained and submitted according to organizational procedures. • Provide supporting records and documentation for financial reviews and audits when required. **5. Internal Coordination & Reporting** • Act as a point of contact for day-to-day administrative requests within the Pakistan Support Hub. • Coordinate with HR, Finance, IT, Procurement, and other relevant departments to resolve administrative matters. • Maintain trackers for office requests, procurement, maintenance, and other administrative activities. • Follow up on pending requests, approvals, and administrative actions to ensure timely completion. • Prepare regular administrative updates and reports for the Operations Manager. • Support the implementation of organizational policies, procedures, and administrative processes.

Required Qualification, Experience and Skills:	**Essential** • Bachelor's degree in business administration, Management, Commerce, or a related field. • Minimum 3–5 years of relevant experience in office administration, administrative coordination, or office management. • Practical experience in procurement coordination, vendor management, facilities administration, and recordkeeping. • Basic understanding of financial documentation, expense tracking, invoices, and payment processes. • Proficiency in Microsoft Office, particularly Excel, Word, and Outlook. • Strong organizational, communication, and coordination skills. • Ability to manage multiple administrative requests, priorities work, and follow up independently. • Strong attention to detail and ability to maintain accurate and confidential records. **Desirable** • Previous experience working in an NGO, international organization, or multi-department office environment. • Familiarity with HR administration, staff records, and office asset management. • Experience coordinating with centralized HR, Finance, Procurement, and IT departments. • Familiarity with QuickBooks, MIS, or similar systems for finance-related tracking and recordkeeping. **Key Competencies** • Strong administrative and organizational skills. • Effective communication and interpersonal skills. • Ability to coordinate across multiple departments. • Problem-solving and proactive follow-up. • Time management and attention to detail. • Accountability, confidentiality, and professionalism. • Ability to work independently and as part of a team.