

**Position:** General Administration Team Head

**Department/ Division** General Administration Department  
Banking Operations Division

**Level:** Assistant Vice President

**Job Description:**

- Co-ordinate with the building control staff for the fixtures and equipment repair.
- Manage and control company's assets registration by d-bit fixed assets system.
- Generate the depreciation of fixed assets report for accounting dept.
- Contact with the supplier for equipment repairing.
- Verify the authorization of requisition for procurement and service.
- Supervise the procurement of stock keeping.
- Handle the company's assets unusable for sell
- Supervise insurance of the company's cars and the messenger personal motorcycle.
- Handle the company's cars tax registration for the payment to department of transportation.
- Handle the maintenance and repair the company's cars include the payment to car services center.
- Open credit with the car service centre for the company's cars repair and maintenance.
- Coordinate with our maintenance service staff for the general repairing.
- Provide the monthly expenditure report.
- Allocate the pool car service for requested users.
- Reimburse the monthly gasoline expense from FVP. and SVP. up according to the company regulation.
- Summarize the data for the monthly reports of pool car and position car using.
- Arrange the meeting room for all departments.
- Provide lunch for directors and executive staff.
- Allocate cost and expense of cleaning service charge.
- Coordinate with service companies for tree renting and pest control.

- Register and yearly check up the company kitchenware and quarter check glassware in pantries.
- Monitor the contract out sources (e.g. messengers, drivers, tea ladies, maids, guards, etc.)
- Check the monthly expenditure report and sign as inspector for HGAD approval and submit to the accounting department

**Qualifications required:**

- Bachelor Degree in Business Administration / Accounting / Finance
- Minimum 3 years in related job
- Experience in banking / finance sector over 19 years.
- Windows / Excel / MS-Word knowledge.
- Computer knowledge ( windows / excel / word ).
- English writing skill.