

Terms of Reference

Key Area of Accountability	Major Activities
1. Stock and Storage Management	<ul style="list-style-type: none"> ▪ Organize space and storages etc. as per supervisor instruction and ensure goods and equipment are put in proper place ▪ Check and restock office and pantry items on daily basis ▪ Restock supplies – toilet paper, soap, cleaning agents etc. as required ▪ Alert supervisor if any equipment or property is damaged or missing
2. Timely Service	<ul style="list-style-type: none"> ▪ Maintain and move files along with other documentation under safe custody, as required ▪ Prepare and service of food and beverages, as and when required ▪ Follow proper hygiene standard and service procedure including keeping office premises and equipment / furniture clean ▪ Respect confidentiality at all times
3. Others	<ul style="list-style-type: none"> ▪ Any other functions/tasks assigned by the management in the interest of the bank