

## **Coordinator - Adminitration & Guest Relations**

Location: [Asia & Pacific] [Sri Lanka]

Town/City: Colombo - 09

Category: Administration/Corporate Services

World Vision is a Christian relief, development and advocacy organisation working with children, families and communities to overcome poverty and injustice. World Vision is dedicated to working with the world's most vulnerable people regardless of their religion, caste, gender or ethnicity. World Vision has been in Sri Lanka since 1977 and currently works through 34 development and relief programmes in 16 Districts across the country.

At World Vision we are passionate about children and committed to bringing fullness of life to the most vulnerable and disadvantaged. Every day for forty years, that is what our team at World Vision has been doing.

We are currently looking for dynamic & creative individuals to join us in our journey of caring.

### **Coordinator – Administration and Guest Relations**

#### **Location – Colombo**

#### **Job Profile**

The Coordinator – Administration & Guest Relations is responsible to monitor and coordinate all business Air Travel/Visa arrangements of the organization, perform the day to day processing of accounts payable requests of procurement, monitoring of all utility bill settlements, coordinating all lease/rent agreements & administration related information availability for management needs. Exposure to closely work with external organizations directly specially during conflicts and negotiate matters.

## **Major Responsibilities**

- Being the focal person to monitor and coordinate all business guest visits and air travel arrangements of the organization
- Co-ordinate with Admin Assistants & Reception for housing appropriate office arrangements, availability of office/utility supplies, event arrangements/support to ensure proper and effective work-floor, setup
- Overseeing the supply of all utility and outsourced services at World Vision Lanka (WVL) National Office.
- Liaise internally with all offices and relevant managers to renew the lease agreement and/or enter into new agreements for new premises and maintaining them with due care
- Discharge of duties at the reception/front office when necessary
- Have regular discussions with subordinates to appreciate, encourage and to provide the support they need to carry on their day to day duties

## **Required qualifications, experience & competencies**

- 4-5 years' work experience in an administration role
- Knowledge of office systems, including experience with computer applications (e.g. word processing, spread sheet, database management) required
- Excellent interpersonal skills demonstrated ability to manage small teams
- Diploma or Professional qualification in the relevant field from a recognized institute or university preferably with training/practical experience in a vibrant commercial

environment

- Knowledge and experience on VISA & Air Travel process is an advantage
- Excellent communication skills – written and oral (English essential/ Trilingual added advantage)
- Excellent analytical skills
- Self-motivated, capable of working without direct supervision

World Vision Lanka offers a competitive remuneration package based on individual competence and skills. If you meet the required criteria and wish to apply for this or any of the available vacancies, select the position you wish to apply for & submit your **on-line application** with your CV and details of three non-related referees on or before the given closing date.

***Only short listed candidates will be notified.***