



JOB DESCRIPTION FOR ADMIN ASSISTANT

The Employee is primarily responsible for the following duties:

Your responsibilities will be as follows:

A. Assistant to maintenance head and technical settings

- Assist the maintenance head in maintaining the premises inside and outside (tidy, clean and safe)
- Every morning, ensure all classrooms are properly functional. All electrical fittings and equipments are working properly before the start of class room sessions.
- Check all the light and electrical fittings are working properly in all public areas.
- Upkeep and maintenance of all air conditioners including minor services and cleaning work in the office.
- Ensure regular water supply to the building is maintained.
- Ensure the good maintenance and smooth handling of the generator.
- Make sure all storage rooms are tidy (prevent fire hazard)
- Keep an open eye for the periodic maintenance of all major equipments to prevent breakdown.
- In charge of Printing, scanning and photocopy of documents related to courses and administration functions.
- Visit courier/ Post office / Banks and perform other tasks as and when required.
- Maintain adequate supply of stationery requirements for classrooms & administration function.
- Destroy all documents given by administration

B. Maintaining & Supporting Auditorium and Cultural research space

- Assist the maintenance head with specific tasks related to the auditorium and cultural research space
- Double check lights and sound systems on a regular basis / updating technical rider of AFM
- Make sure the auditorium /cultural research space are ready before every event by checking air-conditioners, lighting, audio visual equipments, seating and cleanliness of the venue.
- **Follow up for each show:**
 - **Audience counts (google sheet)**
 - **IFI cinema on platform**
 - **Customers behaviours such as respect of hours, guidelines for each show**
- **Put up, before each show and screenings, teasers / slide shows, videos as per the cultural coordinator's request**
- Welcome the visitors/ General public and guiding them to the right directions for the events.
- Be present at AFM related events being held at the auditorium, Atrium, cultural research space or outside venue till the end of the show.
- Ensure all doors are properly secured after the show is over.
- All electrical and electronic equipments has to be turned off and safety procedures followed at the end of the show.
- Proper coordination with the maintenance department and cultural department for smooth functioning of the events is required.

DESIGNATE DUTIES

Amendment to the job profile shall be made by AFM as and when considered necessary for the better functioning of AFM and better utilization of the employee's skills.