



POSITION: OFFICE ATTENDANT

BUSINESS UNIT: CORPORATE SERVICES

REPORTS TO: HEAD OFFICE ATTENDANT

SALARY SCALE IN THE RANGE OF: Rs17,322.- to Rs33,269.-

ROLE OBJECTIVE

The job holder will undertake the general cleaning of offices and of all facilities.

DUTIES AND RESPONSIBILITIES

1. To perform cleaning duties more particularly the cleaning of MHC offices, premises, lavatories and equipment.
2. To operate simple pumps and other equipment relating to MHC building including the generator and water pumps.
3. To operate such office equipment as photocopying machine, binding machine etc.
4. To perform messenger duties such as distributing/collecting of letters /parcels/files.
5. To run official errands.
6. To open and close office as when required.
7. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from incumbents in the roles ascribed to them.

SPECIFIC COMPETENCIES

- Readiness to help in any unforeseen circumstances
- Relational skills
- Knowledge of general hygiene and cleaning standards

EXPERIENCE

Prior office cleaning experience.

POSTING/TRANSFER

Where Management considers the incumbent has the required competence and knowledge he may be posted/ transferred to any Business Unit/ Unit/ Branch Office of the Company at the equivalent level without any reduction in his salary. When incumbent is transferred to Branch, the reporting line shall be to the Branch Manager of the Branch Office.



QUALIFICATIONS

Certificate of Primary Education (CPE) or an alternative equivalent qualification acceptable to the Board.

Note: Office Attendants may be called upon to work outside normal hours and on Saturdays, Sundays and Public Holidays against payment of an allowance.