Category: Education/Training

Office Support Staff (OSS)

UNIVERSITY OF SCIENCE AND TECHNOLOGY CHITTAGONG(USTC)

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Vacancy

Not specific

Job Context

- An Office Support Staff (OSS) is responsible for clerical support of a general nature; provides independent office support assistance with emphasis on the full range of clerical duties including typing, data entry, filing, phone and front desk reception, bookkeeping, processing forms and maintaining supplies; may assist an Academic Program Officer (APO), Academic Program Coordinator, Teachers, Chairman/Head, Dean with specific tasks; may provide ongoing computer technology support/lab assistant support to the Computer Lab/other practical Labs/Classroom; does related work as required. Work requires a general knowledge of office machines and procedures, attention to detail, good organizational skills to give and receive information and coordinate with other staff, students and public. Physical strength and agility may be required to transport boxes of materials and supplies. Operates microcomputers and other office equipment.

- Applications are invited for the post of Office Support Staff (OSS) on prevailing terms and conditions:

Job Responsibilities

- Provides office support by answering phones, taking messages, filing, copying, ordering and providing general information to staff, students and the public; schedules and coordinates meetings, tours or training events and makes appointments for staff and students; types, processes and files various forms (e.g. purchase, print and intercampus orders); enters data into computer files; keeps inventory of forms, supplies, furniture and equipment; does a variety of word-processing tasks for departmental staff; determines proper format and types letters, labels, lists, forms, memos, instructional materials and reports using typewriter or microcomputer; proofreads documents for spelling and typing errors.

- Assists in the monitoring and maintenance of budgets and grants for the department; prepares basic financial reports such as a balance sheet or income statement; reviews budgets expenditure reports and brings major variances to the attention of the department head or chairman; uses a PC or manual methods to post expenditures to spreadsheets or journals to track department costs.

- Attends meetings for the department/program and takes, prepares and distributes minutes; makes travel arrangements for staff; processes payroll records by checking the math and proper completion of time sheets; counts and balances receipts.

- Sends out registration and information packets or employment applications; gathers information, tabulates it and prepares charts; keeps logs or maintains tracking systems for data.

- Attend Lab classes in the Computer Labs/Practical labs during Lab Classes in the department.

- Knowledge, Skills and Abilities:

- Knowledge of office procedures and practices including reception, filing and bookkeeping; knowledge of and ability to operate office equipment including microcomputer, printer, copier, FAX, typewriter, calculator, and multi-line phone system; knowledge of and ability to use word processing, spreadsheet and database software; ability to organize and prioritize work; ability to perform basic arithmetic computations; ability to read, understand and apply established policies and procedures; ability to type accurately and rapidly as required by the position; ability to interact with students, staff and the public in pleasant, tactful and courteous manner; ability to team how to generate various pre-programmed reports, lists and operating information; ability to maintain bookkeeping records; ability to keep accurate records and maintain confidentiality; ability to work under pressure and with interruptions; ability to meet deadlines; ability to take minutes and/or transcribe minutes, medical records and instructions; ability to communicate effectively orally and in writing; ability to work well independently and as part of a team; ability to perform work with a high level of accuracy and attention to detail; ability to proofread for format, typographical or spelling errors; ability to work effectively with individuals of varied backgrounds; ability to manage time effectively; ability to learn job duties quickly; ability to set up and maintain filing systems; ability to transport boxes of materials and supplies; ability to drive as required by the position; ability to work safely.

Employment Status

Full-time

Educational Requirements

- HSC with good academic records

- Vocational Training on CS/EE/IT with training on IT applications

- The incumbent should have fluent communication and writing skill, IT Knowledge.

- Equivalent combination of training and experience will be considered qualifying.

Additional Requirements

- Knowledge, Skills and Abilities: Knowledge of office procedures and practices including reception, filing and bookkeeping; knowledge of and ability to operate office equipment including microcomputer, printer, copier, FAX, typewriter, calculator, and multi-line phone system; knowledge of and ability to use word processing, spreadsheet and database software; ability to organize and prioritize work; ability to perform basic arithmetic computations; ability to read, understand and apply established policies and procedures; ability to type accurately and rapidly as required by the position; ability to interact with students, staff and the public in pleasant, tactful and courteous manner; ability to team how to generate various pre-programmed reports, lists and operating information; ability to maintain bookkeeping records; ability to keep accurate records and maintain confidentiality; ability to work under pressure and with interruptions; ability to meet deadlines; ability to take minutes and/or transcribe minutes, medical records and instructions; ability to communicate effectively orally and in writing; ability to work well independently and as part of a team; ability to perform work with a high level of accuracy and

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Job Location

Chattogram

Salary

Negotiable

Job Source

Bdjobs.com Online Job Posting.

Read Before Apply

Application in plain paper along with a CV, passport size photograph and other relevant documents should reach the Registrar, USTC, Foy's Lake, Chittagong or email to: registrar@ustc.ac.bd within 25.05.2021. Shortlisted candidates will be informed.

*Photograph must be enclosed with the resume.

Apply Procedure

Send your CV to **registrar@ustc.ac.bd** or to Email your CV from **MY BDJOBS** account.

Application Deadline : **25 May 2021**

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Company Information

UNIVERSITY OF SCIENCE AND TECHNOLOGY CHITTAGONG(USTC)