



Office Assistant

Company: Orijin Inc.

Reports To: Department Leads – Operations, Administration, and Accounts

Location: Prashad Nagar, Georgetown, Guyana

Employment Type: Full-Time

A. Purpose of the Role

The Office Assistant provides general support to the **Operations, Administration, and Accounts Departments** by assisting with office tasks, document handling, deliveries, collections, and other routine errands to support the smooth running of the company.

B. Key Responsibilities

Office Support

- Assist with basic office and administrative tasks.
- Organize, file, photocopy, scan, and move documents as required.
- Assist with maintaining an organized office and monitoring basic office supplies.

Errands and Deliveries

- Deliver and collect documents from Customs, shipping lines, banks, clients, government agencies, and other relevant locations.
- Carry out authorized company errands, including payments, collections, purchases, and picking up supplies.
- Ensure receipts, documents, and other items collected are returned promptly to the relevant department.

Departmental Support

- Assist Operations with documents and errands relating to shipments and customs clearance.
- Provide general support to Administration.
- Assist Accounts with authorized document deliveries, collections, banking errands, and other routine tasks.
- Carry out other reasonable duties as assigned by the relevant Department Lead.

Reporting and Coordination

- Reports to the relevant Department Lead when carrying out departmental assignments.
- Works across Operations, Administration, and Accounts as required.
- Where there are competing priorities or conflicting instructions between departments, the Office Assistant should consult with the Managing Director for direction.

**Key Expectations**

- Be reliable, punctual, responsible, and professional.
- Follow instructions carefully and complete tasks on time.
- Handle company, client, customs, and financial documents with care and confidentiality.
- Maintain a professional and courteous manner when dealing with clients and external agencies.
- Promptly report any delays, problems, or lost/misplaced documents.

Requirements

- Secondary school education or equivalent.
- Previous experience in an office, administrative, courier, messenger, or similar role would be an advantage.
- Good communication and interpersonal skills.
- Ability to follow instructions and work well with different departments.
- Good organizational skills and attention to detail.
- Reliable, punctual, and trustworthy.
- Able to handle company documents, receipts, and funds responsibly and confidentially.
- Basic computer literacy.
- Must be able to drive and ride confidently and safely; must have a valid driver's licence.