



Office Assistant

Company: Orijin Inc.

Reports To: Supervisor

Location: Prashad Nagar, Georgetown, Guyana

Employment Type: Full-Time

Purpose of the Role

The Office Assistant provides general support to the office by assisting with errands, document movement, and basic office tasks. The role helps ensure the smooth daily operation of the office and supports the Administration Officer and Operations Team when needed.

Key Responsibilities

Office Support

- Assist the Administration Officer with basic office tasks.
- Help organize and move files or documents within the office.
- Assist with preparing documents or materials when requested.

Errands and Deliveries

- Deliver and collect documents from customs offices, shipping lines, banks, or other agencies as required.
- Carry out company errands such as payments, collections, or picking up supplies.
- Ensure documents or receipts from errands are returned to the office.

Operational Support

- Assist the Operations Team with delivering or collecting documents related to shipments and customs processing when needed.

General Assistance

- Help keep the office organized and ensure supplies are available.
- Assist staff with small support tasks as directed by the Supervisor or Administration Officer.

Reporting

- Reports directly to the Supervisor.
- Works closely with the Administration Officer and Operations Team.

Key Expectations

- Be reliable, punctual, and responsible when handling documents or errands.
- Follow instructions carefully and complete tasks on time.
- Maintain a professional attitude when interacting with clients or external agencies.

**Driving Requirement**

- Must possess a valid driver's licence.
- Must be able to safely operate both a motor car and a motorbike when performing company errands or deliveries.
- Must follow all traffic laws and company safety procedures while operating company or personal vehicles for work-related duties.