

SAPTUAM OFFICE ASSISTANT NASEP DING LEH MOHPUAKNATE 2016
(Under revision)

Kibulphutna : Hiai Office Assistant nna semtu kuapeuhin Pathian nna sepna poimohtak ahildan phawk kawmin “Mihing hihkipakte maimah banga, mitmei kiang venglou in, Kris sikha banga lungtanga Pathian deiham hihzaw in” (Ephesate 6:6) bangin asem ding hi.

	Saptuam sumsaina ah akul-leh-poimoh bangin, sumsaito toh kithu zakin akithuahpih ding;
	Saptuam DDO in apiak bang mohpuakna, bank account operation (deposit/withdrawal/ account updating) toh kisai peuhmah finance code a kigelh bangin asem ding hi.
	Saptuam van neihte (moveable & immoveable) inventory system ah ahunhun entry/update abawl ding; tua bang khateng progress report Office ah a submit jel ding hi. Hiai khateng Progress Report copy Property Register ah abelh dia, tu ahah Office Supervisor in suai akai jel ding hi.
	Biakin building leh vanneihte toh kisai official documents (laipoimohte) bittak leh kizentakin, ahunhuna eteih dingin filing system kichiantak bawlin akem ding hi. Hiatheitanin, hiai bang document poimohte soft copy bawlin kizentain akembit ding hi,
	Monday to Friday jingdak 10:00 AM apan sunning dak 4:30 PM sung Office akai dinga, Saptuam toh kisai telephone calls/mail/emails etc. ana sangin, akisaipihte kiangah apesawn / theisak jel ding hi; DEW, Gamchiam leh saptuam publication dangte production toh kisai akul leh poimoh bangin asem ding;
	Hunbi neia (periodic) payments & renewal liabilities saptuamin aneihte - Property Tax, Electric bills, Water bills, Internet bills, Newspaper bills, Vehicle insurance, Annual Maintenance Contract (AMC), Hanmual fee etc. omte peuhmah ahun huna payment bawl ahitheihna dingin, Periodic Payments Register leh Periodic Renewal Register kizentak akem dinga; Due date, bill amount, bill period leh services details, payment bawl ahihma in, B&PMSC atheisak zel ding;
	Khatenga Office ading stationery items poimoh bangbang, Office Superintendent through in TBSUC ah sanction ala jel ding;

	Pastorte ministries ah akul leh poimoh bangin akithuahpih gige ding hi;
	Saptuam Committee leh Organ tuamtuate Meeting minutes, circular, correspondences omte saina ah akul leh poimoh bangin akithuahpih ding;
	Department leh organ tuamtuate project, year plan, budget leh special programme ageel te uh, ala khawm dinga, banghiam programme ki sutuahkha ahihkeileh overlapping omtheite, a department kisaipihthe Pastorte tungtawnin atheisak ding;
	Saptuam Office Assistant pen Library enkoltu leng ahingal dinga, laibu khel/leh zangte record kichaintakin abawl ding; Huan, laibute systematic taka lemin akem ding hi.
	Saptuam toh kisai Delhi leh mundanga om, mimal leh pawlpi, Agencies, Institutions (building maintenance toh kisai kha agencies, contractors leh suppliers te telin) contact list (names, address & contact numbers) kichiantak bawlin ana update jel ding;
	EBC Delhi Saptuam mi atam zaw kisuan vialvial (floating) ahihmanin, Membership Register (software) update abawl gige ding hi. Summary report khatengin, Secretary, TBSUC ah apelut jel ding.
	Saptuam Guest Room etkawlina moh a paw dinga, visitors/guests register, saptuam schedule rates akigelh bangin, kichiantak abawl ding;
	Hiai te banah, Office Superintendent/TBSUC in mohpuakna apiakte taima tak leh kizentakin asem ding;