

Duties of Office Assistant-JVV

1. Office Asst is responsible for collection of all the maintenance, water bills from all the residents. He/She is also responsible for collection of rentals from various vendors of the colony running commercial operations from JVJ Premises.
2. He/She is responsible for follow up of the un recovered dues. Any out standings beyond one month are to be brought to the notice of Secy/President.
3. He/She is responsible to receive the routine complaints from residents and ensure that they are rectified to the satisfaction of residents.
4. He/She is responsible to for Akash Ganga Bookings. After the approval of concerned member and Secretary, OA has to collect the requisite fees. After the function is over, balance of caution deposit is to be returned after deducting all the expenses.
5. OA is responsible to receive all the physical Mails and e-Mails. All the incoming Mails are to be entered in "Mail IN" register and are to be put up to perusal of President ? Secy. She is also responsible to maintain "Mail Out "register. All the incoming and outgoing Mails are to be properly filed in the respective files. Mail in and Mail out registers should have a column indicating the file name where they are filed.
6. OA is responsible for receiving calls in office.
7. Any issue of emergency or un resolved issues are to be escalated to Manager.