

ROLE AND RESPONSIBILITY AGREEMENT FORM

This Role and Responsibility Agreement ("Agreement") is made on this ____ day of _____, 20____, by and between DR. B.R. AMBEDKAR INSTITUTE OF COMPUTER SCIENCES ("Employer") and _____ ("Employee").

Section 1: General Responsibilities

1. The Employee shall provide administrative support to the organization, ensuring smooth daily operations.
2. File and document management, including organizing, maintaining, and ensuring accessibility of records.
3. Managing correspondence such as emails, letters, and other communication on behalf of the office.
4. Maintaining confidentiality and safeguarding sensitive company data.

Section 2: Specific Responsibilities

1. Handling front desk duties, including welcoming visitors and managing inquiries.
2. Coordinating and scheduling meetings, including preparing meeting minutes and follow-ups.
3. Assisting in preparing reports, presentations, and spreadsheets as required.
4. Providing technical support for office equipment and software as needed.
5. Performing any other duties assigned by supervisors or management.

Section 3: Key Performance Indicators

1. Timeliness and accuracy in completing tasks.
2. Quality and organization of file and document management.
3. Professionalism and communication skills in daily interactions.
4. Adherence to company policies and ethical standards.

Section 4: Work Environment and Tools

1. The Employee will be provided with the necessary tools and equipment required for their responsibilities.
2. It is the responsibility of the Employee to ensure the proper use and maintenance of office tools.

Declaration

I, the undersigned Employee, acknowledge that I have read and understood this Agreement. I agree to adhere to the defined roles and responsibilities and perform my duties to the best of my ability.

Employee Signature

Date: _____

Employer Signature

Date: _____