



OFFICE ADMINISTRATOR

Duration of the contract: One year

Reports to: Human Resource and Administration Officer

Ref No: 022

Position summary

The Office Administrator is a hands-on role that is primarily meant to ensure that all the actionable points that may include planning logistics in activities, document preparation, item delivery, activity scheduling are met on time and in an efficient manner.

Responsibilities:

- Execute administrative related tasks, under supervision of the Human Resource and Administration officer
- Make all administrative information available to the staff (meetings, workshops etc.)
- Undertake administrative tasks, ensuring the rest of the staff have adequate support to work efficiently.
- Man the front office and ensure all visitors are assisted promptly and professionally. Responding to queries.
- Managing correspondence and dispatch both internal and externally. Liaising with various service providers.
- Set up and arranges meetings, facilities travel tickets, accommodations, etc as required.
- Maintain files, materials, information, schedules and related data.
- Maintains office hygiene. Support staff on administration and operational issues.

Required Skills and Qualifications

- A Bachelor's Degree or a Higher Diploma in Administration or Secretarial studies;
- A minimum of three (3) years relevant experience
- Punctuality, intellectual curiosity, willingness to take initiative, multi-tasking, and willingness to work under pressure to meet deadlines.
- Fluency in written and spoken English. Knowledge of French is desirable.
- Additional qualification in office management, logistics and events management and accounting preferred.
- Experience within the Not for Profit sector, coalitions and familiarity with different cultures will be an added advantage.