

Office Administrator

Description

Directs and coordinates office services and related activities. Provides facility management support to the company by ensuring regular maintenance is carried out. Responsible for procurement of office supplies and inventory management. Provides HR administrative support.

Responsibilities

Administrative roles

Supervises and coordinates overall administrative activities for the office,

Identifies administrative policy documents needed by the company and develops such documents,

Manages communication channels which includes telephone calls and emails,

Manages and coordinates the procurement of office supplies,

Prepares expense reports,

Responsible for document filing and managing company's database,

Schedules meetings and manages appointments,

Manages office assets and equipment including printers, generators, computers etc., and ensures maintenance checks are carried out when due,

Plans company's social activities and office relocation moves,

Arranges business travel including transportation, accommodation, and logistics for all employees,

Manages petty cash for the office and itemizes all purchases,

Performs general office duties such as photocopying, scanning, and printing,

Ensures all legal requirements are met and necessary statutory filings are completed,

Carries out other relevant duties as directed.

HR Administration

Manages employees' administrative requests such as time off, sick leave, pensions, HMO, etc.

Responsible for registering new hires under the HMO scheme and preferred PFA,

Coordinates onboarding process,

Coordinates in-house learning and development program in line with HReade's business strategy.

Hiring organization

HReade Limited

Employment Type

Full-time

Job Location

Lekki, Lagos

Date posted

May 1, 2023

Vendor Management

Leads vendor selection process and negotiates contracts at cost-effective rates,

Maintains a database of existing and potential vendors and manages vendor relationships,

Management of third-party contractors, vendors, and service providers through development and negotiation of vendor contracts and agreements with detailed terms of engagement and fees,

Ensures all vendor agreements are signed and up to date,

Undertakes annual vendor performance assessment for existing vendors as a prerequisite for renewing contracts for the following year.

Education

- Minimum of a Bachelor's degree in any field from a

reputable and accredited University

Experience

- 1 – 3 years post NYSC experience as an administrator

Skills

- Presenting and communicating information
- Writing and reporting
- Learning and researching
- Working with people
- Analyzing
- Planning and organizing
- Adhering to principles and values
- Deciding and initiating actions
- Coping with pressures and setbacks
- Prioritizing

Technical Requirement

- Technology savvy
- Proficiency in the use of Microsoft Office tools (Word, Excel, and PowerPoint)