

Job Objective:

The Administrative Assistant is a trusted, organised, self-motivated and proactive person who performs an array of day-to-day office management functions, including logistics coordination, expense reporting, purchasing supplies and managing relationships with government agencies. The Administrative Assistant represents the company to the public and is the first point of contact for inquiries from vendors, clients and agencies.

Persons Supervised:

None

Main Responsibilities:

- Provide administrative support, including reporting, data entry, filing, phone answering, scheduling appointments and meetings, maintaining records and logistical support.
- Managing daily calendars for company meetings and executives, demonstrating flexibility and problem-solving abilities to adjust or prioritise schedules based on changes.
- Manage and monitor emails, prioritising responses and sending/delivering correspondence.
- Perform general clerical duties, including photocopying, printing, scanning, filing, faxing and mailing.
- Organise, maintain and procure office and kitchen supplies.
- Monitor and maintain company legal and regulatory certifications, memberships and compliances.
- Liaison with clients, NIS, GRA and order government agencies for compliance, tenders and other business.
- Build and maintain good business relationships with executives, consultants, clients and agencies.
- Ensure the office runs smoothly, meticulously maintaining the facilities budget and expense reports and managing all vendor, client and government relationships.
- Facilitate and attend regular external meetings and take notes for the company to ensure meeting goals and timelines are met and implemented.

Qualifications and Experience:

- Associate Degree in Management or related field of study.
- 2+ years of previous administrative assistant experience working with executives and government agencies.
- Proficient in Microsoft Office Suite.
- Proven skills in building and maintaining business relationships.

Functional Skills:

- **Communication:** Speaks and writes clearly and effectively; active listening; correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication.
- Ability to multitask and prioritise workload.
- Ability to work independently.
- “**Get it done**” and “can-do” attitude.
- Ability to demonstrate professionalism and **initiative**.

Internal/External contacts:

- Executives, Consultants, Ministries, Government Agencies, Vendors, Clients