Job Title: Administrative Assistant – Chief Administration Officer

Job Summary

The Administrative Assistant provides high-level administrative support to the Chief Administration Officer, ensuring smooth operations within the Administration Office. This role requires a degree in Business Administration or a related field, proficiency in Microsoft Office Suite, and a minimum of four years of experience supporting a senior executive. Key skills include excellent organizational, communication, and problem-solving abilities, as well as the ability to maintain confidentiality and handle sensitive information professionally.

Key Accountabilities:

- Develop and manage the schedule for the Chief Administration Officer, providing daily or routine updates.
- Arrange travel, accommodation, and itineraries, and handle all related correspondence.
- Coordinate meetings, including preparing and collating documentation, confirming attendees, and arranging facilities such as rooms, equipment, and refreshments.
- Record, transcribe, and distribute minutes of meetings assisting with follow up on action items as required.
- Conduct research, analyse data, and compile information as requested.
- Handle phone inquiries, direct calls, and provide basic Authority information.
- Maintain office supplies inventory by monitoring stock levels, ordering supplies, and verifying receipt.
- Develop and maintain accurate physical and electronic filing systems for documents and reports.
- Provide clerical support, including drafting correspondence, document control for incoming and outgoing mail, photocopying, faxing, and circulating documents.
- Assist in the preparation and finalization of reports for distribution.

Please be advised that submission of resumes close on 25th August 2024.