Job Advertisement

OFFICE ADMINISTRATOR / OPERATION MANAGER

A reputable International organisation is seeking to hire an experienced Office Administrator/Operation Manager for The Gambia subsidiary. The role is a management position responsible for the operational implementation of the company’s function and strategy through implementing the defined, integrated response to the local environment. He/she will be responsible for general office management; and to keep the office running optimally. The position typically is the first point of contact for the office. Duties will involve covering the office operations i.e.; Human Resources, Finance, Administration, purchasing and supplies, inventory control, supervising cleaning and security staff, occupational health and safety, coordination of office and facilities management.

The successful candidate should be an energetic professional who does not mind wearing multiple hats. Experienced in handling a wide range of administrative duties and executive support-related tasks and able to work independently with little or no supervision. Well organized, flexible, and enjoys the administrative challenges of supporting an office of diverse people.

Main Tasks and Responsibilities

Reporting to the CEO/Managing Director, the Office Administrator/Operation Manager will be responsible for:

- Manage the office operations i.e. Finance, Human Resources, General Administration Services, procurement, information and communication technology (ICT), safety and security, assets and equipment; and facilities.
- Preparation of financial statements, Bank Reconciliation and other accounting and financial management services
- Administrative duties including general office operations and vendor management
- Provide clerical and administrative support to optimise office procedures
- Partner with and support tasks from the Senior Partner and CEO/Managing Director
- Be the on-the-ground expert for local knowledge and current affairs
- Manage local and remote on boarding / off boarding of employees
- Manage device distribution and inventory for internal employee, consultants and external partners if applicable
- Managing schedules for seating, conference rooms and parking spaces
- Monitoring and ordering inventory for office and break room supplies
- Managing incoming and outgoing correspondence, including calls, emails, mail and packages
- Filing and organizing records, invoices and other important documentation
- Ensure office efficiency is maintained by carrying out planning and execution of equipment procurement, layouts, and office systems
- Ordering repairs for office equipment and maintenance, connecting with and escorting vendors
- Office access control, COVID screening and register management
- Coordinating domestic and international travel and accommodation, including flight, hotel, and car rental reservations.
- Participate actively in the planning and execution of company events
- Responsible for administrative duties (reference checks, filing, expense claims, office notifications)
- Support internal office communication (birthdays, anniversaries, special events, and office notifications)
Type correspondence, meeting notes, and forms among other documents
Manage relationships with vendors, service providers, and landlord, ensuring that all items are invoiced and paid on time
Ensure health and safety compliance of the office
Performs additional duties when required

Experience and Key Competencies

The right candidate needs a minimum of 7 years’ experience in General Operations - Finance, Administration and Management, Human Resource Management experience
Great People Management skills
Contribute to other team activities that contribute to building the company’s Partnerships vision and engage with clients and other stakeholders
Demonstrated successful experience in business functional and people management

Knowledge of:

Recruitment and Selection principles and application
Organisational Development application
Human Resource Management Fundamentals
Employee labour relations principles and application
Generalist HR knowledge
Knowledge of office Operational principles

Skills Required:

Communication Skills
Negotiation skills
Executive Business Writing Skills
Financial Management and Accounting
Experience working in a professional office environment
Excellent computer skills, including a high degree of proficiency in Microsoft Word, Excel, Outlook, and PowerPoint
Strong written and verbal communication skills
Excellent organizational and time management skills
Great customer service and interpersonal skills
Friendly, service-oriented personality
Keen attention to detail
Problem-solving and basic troubleshooting skills
Comfortable in a fast-paced and ambiguous environment

Qualifications:

Master’s degree in Accounting, Business Administration, Management, Finance, Human Resources management
Bachelor’s degree with more than 7 years’ work experience in related fields in lieu of a Master’ degree
Other professional accounting qualification (AAT, CAT, ACCA-Part qualified) are desirable and an advantage

Salary: Very attractive

NB: The organization has a balance Gender Policy, and encouraged all qualified female candidates to apply.
1. **Method of application:** Applicants must submit an application letter, curriculum vitae with names and addresses of two referees, copies of academic/professional certificates and other relevant documents should be submitted to the following email: **gambia@jsmorlu.com**

2. 

3. **Deadline:** The Deadline for submission of applications is **31st August 2022** @ 23:59 hrs. GMT prompt