

**Job:** Associate Admin Services - Officer

**Job Code:** ISB/0424/AAS/A-1

**Nature of job:** Permanent

**Level/Grade:** Level 1 / Associate

**Job Reports to:** Manager Admin Services & Safety

**Overview:** The Associate Admin Services role enables and facilitates administrative support to various departments within the organization. This position will assist the management for implementing and coordinating administrative procedures efficiently.

**Key Responsibilities:**

- Provide comprehensive administrative support and services to multiple departments within the organization.
- Coordinate administrative procedures to ensure efficiency and compliance.
- Coordinate fleet management activities, including scheduling vehicle repairs.
- Arrange travel logistics for employees, including flights, accommodations, and transportation.
- Manage various tasks such as coordinating cleaning services, coordinating consumables, petty cash management, and coordinating repair and maintenance tasks.
- Ensure equipment and fleet operationalization throughout the year. Coordinate and manage repair and maintenance activities.

**Experience Requirements:**

- Minimum of 1 year of relevant experience with national/international firms/organizations.
- Must have experience in administration services and support or a relevant field.

**Essential Skills & Competencies:**

- Strong interpersonal and communication skills.
- Customer centric with an ability to work in large teams.
- Stakeholder satisfaction by providing effective administrative support
- Tech Savvy with highly effective communication skills.
- Task oriented and solution driven with focus on deliverables and timelines.
- Proficiency in time management and presentation skills
- Strong attention to detail

**Education Requirements:**

- Minimum academic qualification for this role is a graduate/bachelor's degree, in Business or related fields from a national or foreign university recognized by HEC.