

COMPANY DELTA SIERRA LEONE LTD

JOB TITLE: ADMINISTRATOR

LOCATION: FREETOWN

CATEGORY NATIONALS

JOB SUMMARY

Duties of the Administrator is to provide support to Managers, Supervisors and employees, assisting in daily requirements and managing our company's general administrative activities to ensure efficient operation. Work closely with the finance and logistic teams to manage orders and delivery timelines and provide the feed back to Site Supervisor and Operations / Technical Manager.

OBJECTIVES

- Perform a variety of administrative tasks.
- The ability to work in a fast-paced environment with strong attention to detail.
- Ensure the efficient and smooth day-to-day operation of the operations and site workshops and have excellent customer service.

MAIN DUTIES AND RESPONSIBILITIES

- Oversee all administrative work for the operation
- Act as the point of contact for internal and external clients
- Handle administrative requests and queries from Supervisors and Managers
- Get involved in on site stock management
- Manages site and stock reports
- Transmit and follow up on waybills and purchase orders
- Follow up on invoices and payment
- Planning meetings and taking detailed minutes
- Assist in preparation of regularly scheduled reports
- Write and distribute email, correspondence memos, letters and forms
- Develop and maintain a filing system (manual and computer based)
- Provide information by answering questions and requests via email, telephone and face to face
- Carry out administrative duties such as filing, typing, copying, binding, scanning, etc

REQUIREMENTS

- Min 3 years work experience in a busy administrative office, preferably in a supervisory role.
- First Degree in Accounting and or Business administration, or related fields
- Any professional qualification will be an added advantage
- Proven record of managing administrative functions such as staff coordination, legal documentation, and logistics.

- High proficiency in accounting software, including Excel. Must be able to make graphs and review trends in large tables
- Ability to represent data to a high level of professionalism in Power Point, Excel and other mediums for senior management
- Exceptional organizational and multitasking abilities