



Office Administrator

Coordinating office activities and operations to secure efficiency and compliance to company policies. Supervising administrative staff and dividing responsibilities to ensure performance.

Keep stock of office supplies and place orders when necessary.

Office Administrator DUTIES AND RESPONSIBILITIES:

- Welcoming visitors and directing them to the relevant office/personnel
- Coordinate office activities and operations to secure efficiency and compliance to company policies
- Coordinating and managing appointments, meetings, and the conference room schedule in order to prevent duplicate bookings.
- Supervise administrative staff and divide responsibilities to ensure performance
- Manage agendas/travel arrangements/appointments etc. for the upper management
- Manage phone calls and correspondence (e-mail, letters, packages etc.)
- Maintaining general office files, including job files, vendor files, and other files related to the company's operations
- Support budgeting and bookkeeping procedures
- Create and update records and databases with personnel, financial and other data
- Track stocks of office supplies and place orders when necessary
- Submit timely reports and prepare presentations/proposals as assigned
- Overseeing the maintenance of office facilities, and equipment
- Assist colleagues whenever necessary