



## Job Description

<b>Job Title:</b>	Administrative Assistant & Office Coordinator
<b>Reports to:</b>	Executive Director
<b>Accountable to</b>	Managing Director
<b>Hours</b>	37.5hrs per week

### Job Purpose

1. To provide administrative support to ensure efficient operation of the office
2. Manage schedules, organizing tasks, handle communication, and provide administrative support to ensure smooth day-to-day operations
3. To ensure proper and efficient records management and submission of export documentation.

### • Responsibilities of the Post Holder

- The post holder is responsible for:
- Assist in the coordination of administrative functions, including budget, personnel, meetings, and clerical duties
- Provide overall administrative assistance to the Managing Director and the Board of Directors
- Present reports to management and clients in formal meetings
- Manage database and filing systems
- Manage internal and external correspondence on behalf of senior management.
- Stay up to date with technological advances and other software to be used for business purposes
- Assist in developing as well as monitoring policies, procedures and controls
- Understand and adhere to regulations and legislation.
- Produce the performance reports for contracts
- Assist in coordinating internal audits and collating reports
- Maintain, organize and order general office supplies
- Research and collect information
- Assist with all budget activities, including accounting
- Help implement new programs, procedures, methods, and systems
- Responsible for preparation of confidential documents and reports
- Maintain meeting minutes
- Coordinate and schedule meetings and conferences
- Connect with building vendors to carry out fixes and improvements
- Organize and maintain files and databases in a confidential manner
- Manage communication including emails and phone calls
- Screen phone calls, redirect calls, and take messages
- Maintain and order office supplies
- Receive invoices and review for accuracy
- Coordinate staff travel arrangements including transportation and accommodations
- Other responsibilities as identified for the overall role and company key result areas
- Assisting with marketing and promotional projects
- Support the team with other responsibilities as required.

This job description is intended as a basic guide to the responsibilities of the post and is not exhaustive. The post holder may be asked to undertake duties that are in line with the level of role. The job description will be subject to regular review and amendment as necessary in consultation with the post holder.

## Person Specification

Area	Essential	Desirable
Qualification	<ul style="list-style-type: none"> <li>- Bachelor's Degree or equivalent experience</li> </ul>	<ul style="list-style-type: none"> <li>- Project Management Certification</li> </ul>
Experience	<ul style="list-style-type: none"> <li>- Over 5 year's experience of working in administrative roles</li> </ul>	<ul style="list-style-type: none"> <li>- Experience with Export and Imports</li> <li>-</li> </ul>
Knowledge	<ul style="list-style-type: none"> <li>- Knowledge of Odoo CRM (ERP) software</li> <li>- Proficiency in MS Office</li> <li>- Extensive experience in creating documents and spreadsheet</li> </ul>	<ul style="list-style-type: none"> <li>- Knowledge of agro-commodity Export and Imports</li> </ul>
Skills	<ul style="list-style-type: none"> <li>- Ability to present and explain ideas to a variety of audiences</li> <li>- Strong organizational and time management skills</li> <li>- Great networking skills.</li> <li>- Excellent written and verbal communication.</li> <li>- Excellent multitasking skills</li> <li>- Strong customer service skills</li> <li>- IT literate</li> </ul>	
Attributes	<ul style="list-style-type: none"> <li>- Ability to maintain a high level of professionalism and confidentiality</li> <li>- Ability to prioritize tasks</li> <li>- Ability to work under pressure</li> <li>- Ability to sell value and create credibility</li> <li>- Enthusiastic to build good relationships with people</li> <li>- Ability to work well in a team environment</li> <li>- Intuitive and insightful, particularly regarding human behaviour.</li> <li>- Enthusiastic and assertive</li> </ul>	
Additional Requirements	<ul style="list-style-type: none"> <li>- Resourceful, with outstanding research skills.</li> <li>- Emboldened by challenges</li> <li>- The ability to work flexibly to meet the requirements of the job role</li> </ul>	