

Sample Job Description

Job Title: Administration Officer

Minimum Qualifications and Experience

- At least 2 years experience in related field
- Degree or Diploma in Business Administration or any other related field
- Grade 12 certificate
- Excellent oral and written communication
- Computer literate - MS Word, Excel, Outlook
- Ability to work under pressure
- Knowledge of Zambian labour laws

Duties and Responsibilities

1) Administrative

- Coordinate all administrative tasks of the office
- Keep track of all documented processes and standard operating procedures
- Review processes to accommodate new or additional work for improved efficiency
- Process all change requests from staff and submit to management for approval
- Supervise the Office cleaner and Gardener and make sure office surroundings are clean all the time
- Perform other related duties as required

2) Personnel - Human Resource Procedures

- Assist management in projecting staffing needs, drafting job descriptions
- Ensuring that all personnel documents are filed under each employee file
- Call attention to personnel related issues that may need management's attention
- Provide orientation for new staff
- Processing training requests
- Assisting in communicating any changes in Human resource policies and procedures to all company staff
- Human Resource Records & Payroll
- Maintain the leave management system

How to Apply:

If you meet the requirements stipulated above please send your updated CV and cover letter to jobs@xxx.com by the closing date.