

Head of Administration

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Company: Recruitment Matters

Location: Lusaka

Category: other-general

Responsibilities

Overseeing day-to-day operations.

Developing organizational policies.

Disbursing funds to managers.

Managing administrative budgets.

Hiring and training administrative staff.

Negotiating contracts and agreements with vendors.

Maintaining corporate relationships.

Monitoring operating expenses.

Liaising with HR and other departments.

Updating executives on business performance.

Key Skills:

Reliable and self-motivated,

Good communication skills,

Superior problem-solving skills,

Strong leadership qualities,

People-management skills,

Exceptional organizational skills.

Qualifications:

Degree in business administration or equivalent.

Broad knowledge of business departments and their functions.

Strategic thinker.

Budget management experience.

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