

## Office Administrator

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Company: Recruitment Matters

Location: Lusaka

Category: other-general

### Overview

Our client is looking for an Office Administrator to join their team **Duties and responsibilities include but are not subject to:**

Welcoming visitors and directing them to the relevant office/personnel.

Carrying out clerical duties such as answering phone calls, responding to emails, and preparing documents, including office correspondence, memos, resumes, and presentations.

Coordinating and managing appointments, meetings, and the conference room schedule in order to prevent duplicate bookings.

Performing bookkeeping tasks such as invoicing, monitoring accounts receivable, and budget tracking.

Maintaining general office files, including job files, vendor files, and other files related to the company's operations.

Purchasing office supplies, equipment, and furniture.

Overseeing the maintenance of office facilities, and equipment.

Performing other relevant duties when needed

### Skills

Comfortable handling confidential information.

Multi-tasking and time-management skills, with the ability to prioritize tasks.

### **Qualifications**

High school diploma or a bachelor's degree in business, administration, or a related field.

2 or more years' office administration experience.

Proficient in a variety of computer software applications including Microsoft Office Suite (Word, Excel, Outlook, and Access).

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