

**JOB TITLE:** ADMINISTRATIVE SECRETARY  
**VACANCIES :** 01  
**SALARY SCALE:** RG 5

**REPORTS TO:** PRINCIPAL HUMAN RESOURCE OFFICER

**JOB PURPOSE:** To provide Secretarial, administrative and office managerial services to ensure efficient operation of the office.

### **DUTIES AND RESPONSIBILITIES**

1. Provides administrative support to ensure efficient operation of office
2. Answers phone calls, schedules meetings and supports visitors
3. Carries out administrative duties such as filing, typing, photocopying, binding, scanning etc.
4. Completes operational requirements by scheduling and assigning administrative projects and expediting work results.
5. Makes travel arrangements for senior staff such as booking flights, cars, and hotel or restaurant reservations.
6. Exhibit polite and profession communication via phone, e-mail, and mail.
7. Supports team by performing tasks related to organisation and strong communication.
8. Making and following up on appointments
9. Maintaining office cleanliness and orderliness
10. Ensures operation of equipment by completing preventive maintenance requirements, calling for repairs, maintaining equipment inventories and evaluating new equipment and techniques.
11. Responsible for preparation of confidential documents and reports
12. Maintain meeting minutes
13. Coordinate and schedule meetings and conferences
14. Provides information by answering questions and requests.
15. Maintains supplies inventory by checking stock to determine inventory level, anticipating needed supplies, placing and expediting orders for supplies.
16. Contributes to team effort by accomplishing related results as needed.

### **QUALIFICATIONS AND EXPERIENCE**

1. An Honors Bachelors Degree in Secretarial Studies from a recognized university
2. Knowledge of appropriate software including: Microsoft Word, Excel, Outlook and Microsoft PowerPoint
3. Knowledge of office management systems and procedures
4. At least 3 years of experience in the field or in a related area
5. Experience in law firm business is desirable.

## **COMPETENCES**

1. Meticulous
2. Information and Communications Technology
3. Planning, organizing and coordinating
4. Records and Information Management
5. Public Relations and Customer Care
6. Excellent written and verbal Communication
7. Confidentiality
8. Time Management.