

## Admin And Operations Associate

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Company: Fuzu

Location: Nigeria

Category: transportation-and-material-moving

### Job Summary

Contract Type:

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### Qualifications

OND in Office Sciences, Business Administration or Accounting

Residence: Applicants must reside within Oko-Oba and Abule Egba Axis.

Skills: Proficiency in office courtesy, client communication and management, Speed Typing, Microsoft Office Package word and excel, Good organizational and multi-tasking abilities, Records entry processing, office management and general book keeping.

### Responsibilities

Organizing and managing schedules and calendars for staff and clients

Receiving and processing communication channels, including email, phone, and physical mail

Conferring with the accounting department to help make payments, process incoming invoices, and verify receipts

Organize a filing system for important and confidential company documents

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