

## Admin Manager

[Apply Now](#)

Company: Fuzu

Location: Nigeria

Category: other-general

### Job Summary

Contract Type:

Sign up to view job details.

### Requirements

B.Sc / HND in any relevant field

5-8 years of experience in the manufacturing environment.

Great management skill

Good communication skill.

### Responsibilities

#### Requirements

B.Sc / HND in any relevant field

5-8 years of experience in the manufacturing environment.

Great management skill

Good communication skill.

Plan and coordinate administrative procedures and systems and devise ways to streamline processes

Develop strategies in administrative manager functions to effectively run an organization.

Allocate responsibilities and office space.

Create budget plans, find ways to reduce costs of supplies and services and monitor the flow of money to ensure they stay within their proposed budget.

Assess staff performance and provide coaching and guidance to ensure maximum efficiency.

Ensure the smooth and adequate flow of information within the company to facilitate other business operations

Manage schedules and deadlines Monitor inventory of office supplies and the purchasing of new material with attention to budgetary constraints

Examine energy consumption patterns, technology usage, and personal property needs

Monitor costs and expenses to assist in budget preparation

Oversee Logistics, facilities and maintenance activities including tradespersons (e.g electricians)

Ensure the residence is good condition; water must be available at all times, it should be properly cleaned and maintain to ensure nothing is in lack, all damaged amenities fixed and all items accounted for.

Organize and supervise other office activities (recycling, renovations, event planning etc.)

Oversee the preparation, analysis, negotiation, and review of contracts related to the purchase or sale of equipment, supplies, products, or services

Keep abreast with all organizational changes and business developments

Handle the acquisition, distribution, and storage of equipment and supplies

Ensure plant, machinery and furniture maintenance

Oversee the planned maintenance of vehicles

Consults, researches, negotiates and monitors contracts and agreements with outside suppliers, service providers, leasing agents and others.

Any other function as may be assigned by the Plant Manager and/or GMD.

[Apply Now](#)

#### Cross References and Citations:

1. [Admin Manager Automobilejobs Jobs Nigeria Automobilejobs ↗](#)
2. [Admin Manager Nairobijobs Jobs Nigeria Nairobijobs ↗](#)
3. [Admin Manager Jobspro Jobs Nigeria Jobspro ↗](#)
4. [Admin Manager JobsinaustraliaJobs Nigeria Jobsinaustralia↗](#)
5. [Admin Manager InstallationjobsJobs Nigeria Installationjobs↗](#)
6. [Admin Manager Bluecollarjobs Jobs Nigeria Bluecollarjobs ↗](#)
7. [Admin Manager Torontojobs Jobs Nigeria Torontojobs ↗](#)
8. [Admin Manager Saopaulojobs Jobs Nigeria Saopaulojobs ↗](#)
9. [Admin Manager SanfranciscojobsJobs Nigeria Sanfranciscojobs↗](#)
10. [Admin ManagerConstructionjobsJobs Nigeria Constructionjobs↗](#)
11. [Admin ManagerPolandjobs Jobs Nigeria Polandjobs ↗](#)
12. [Admin ManagerSeekingjobs Jobs Nigeria Seekingjobs ↗](#)
13. [Admin ManagerKualalumpurjobsJobs Nigeria Kualalumpurjobs↗](#)
14. [Admin ManagerJohannesburgjobs Jobs Nigeria Johannesburgjobs ↗](#)
15. [Admin ManagerLebanonjobsJobs Nigeria Lebanonjobs↗](#)
16. [Admin ManagerAstronomyjobs Jobs Nigeria Astronomyjobs ↗](#)
17. [Admin ManagerNyjobscentral Jobs Nigeria Nyjobscentral ↗](#)
18. [Admin ManagerElectricianjobsJobs Nigeria Electricianjobs↗](#)
19. [Admin manager Jobs Nigeria ↗](#)
20. [AMP Version of Admin manager ↗](#)
21. [Admin manager Nigeria Jobs ↗](#)
22. [Admin manager JobsNigeria ↗](#)
23. [Admin manager Job Search ↗](#)
24. [Admin manager Search ↗](#)
25. [Admin manager Find Jobs ↗](#)

