

## Administrative Officer

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Company: Elevated HR Limited

Location: Ikeja

Category: other-general

Location: Ikeja, Lagos State.

### Job Summary:

We are looking for an Administrative Officer to join our client and support their daily office procedures. The successful Administrative Officer will act as the point of contact for all employees, providing administrative support and managing queries.

Major duties include managing office stock, preparing regular reports (e.g. expenses and office budgets) and organizing company records. In addition, the ideal candidate also must have working knowledge of office equipment and office management tools and should be able to ensure our administrative activities run smoothly on a daily and long-term basis.

### Responsibilities:

- Manage office supplies stock and place orders
- Prepare regular reports on expenses and office budgets
- Maintain and update company databases
- Organize a filing system for important and confidential company documents
- Answer queries by employees and clients
- Update office policies as needed
- Maintain a company calendar and schedule appointments
- Book meeting rooms as required
- Distribute and store correspondence (e.g. letters, emails and packages)

- Prepare reports and presentations with statistical data, as assigned
- Arrange travel and accommodations
- Schedule in-house and external events

#### Job Requirements:

- Bachelor degree and or additional qualifications in Office Administration will be a plus
- Proven work experience as an Administrative Officer, Administrator or similar role a must
- Solid knowledge of office procedures
- Experience with office management software like MS Office (MS Excel and MS Word, specifically)
- Strong organization skills with a problem-solving attitude
- Excellent written and verbal communication skills
- Attention to detail

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