

**Coordinator - CEO Office, Fibreco**

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Company: Fuzu

Location: Nigeria

Category: other-general

## **Job Summary**

Contract Type:

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## **Qualifications**

Job Requirements (Education, Experience, Competencies and Working Conditions):

Education:

First Degree in any related discipline

Fluent in English (other languages an advantage)

Experience:

3-5 years of Administrative Experience

Work across diverse cultures and geographies

Proven track record of execution and managing competing tasks and demands.

Competencies/Skills:

Strong work ethic, Finisher-Completer, Self-starter

Business Acumen, Problem Solving, Information processing/management, Influencing others.

Data interpretation, Judgement, Continuous improvement, Reporting/Analytics, Summarising

Poise, tact, and diplomacy

Get it done, Communication, Innovative, Agile, Accountable

Attention to detail, Prioritization.

Logistics management, Inventory management, data management

Computer & Information technology appreciation

General administration, planning & organising, event management, Stakeholder management (Internal & External)

General working condition:

Normal MTN working conditions.

Maybe required to work extended hours.

### **Responsibilities**

Key Performance Areas: Core, essential responsibilities / outputs of the position (KPA's).

### **Key Deliverables**

The Coordinator CEO's Office will be accountable to achieve the following objectives:

Diary and Calendar management, scheduling, and prioritization for the Bayobab CEO Office:

Enable the Bayobab Chiefs to balance their responsibilities and maximise their effectiveness.

Assess the urgency and importance of situations/ scenarios and take the appropriate action to determine the necessary level of Bayobab Executive involvement.

Set up and manage ad-hoc meetings for day-to-day operational requirements.

Coordinate and assist with travel arrangements (flights, accommodation, transports, agendas, and all other logistics required to optimise the effectiveness of all people travelling

Act as the point of contact to the CEO, handling and distributing confidential mails, telephone calls, faxes, etc.

Co-ordinate and manage the CEO's calendar, travel arrangements and schedules, negotiating potential conflicts and determining feasible alternatives.

Administration:

Responsible for all core and ad-hoc functional administrative tasks for the GC

Chiefs/SMs/respective allocated function

Assist in scheduling, coordinating, and organizing periodic functional meetings for the GC Chiefs/SMs/respective allocated function.

Ensure all relevant information is available and handy before any meetings, meeting rooms are booked and well equipped for the meetings.

Manage the ordering, receiving and management of office supplies and stationery, catering and courier requests, and coordination with vendors as needed.

Arrange, coordinate, and provide on-ground support for multi-party events and meetings as applicable (involving Opcos/visitors etc.)

Develop and maintain an efficient documentation and filing (electronic and hard) process.

Focus on project delivery (start to finish) & implementation.

Follow up on minute actions, coordinate responses and escalate where required.

Efficient self-supervision to ensure smooth running of the MD/CEO's office.

Act as document controller – entails having a clear understanding of key organisational Processes, Policies and Procedures and knowledge about accessibility/storage.

Perform a diversity of secretarial and administrative support activities including composing memos and correspondences, compiling reports, creation of spreadsheets and manipulation of spreadsheet data.

Finance coordination and support:

Support the Purchase Requisitions for all Bayobab related purchases (project related, marketing, lifestyle benefit, travel bookings), proactively ensuring approvals are received in a timely manner, and costs monitored.

Manage the completion, submission & following up of invoices and expense claims/advance.

Coordinate the organization of social events connected to the CEO's office. This includes preparing cost estimates, managing the budgets, and coordinating all activities for the success of the programme.

Assist in the development of and management of CEO's budget (MOM/YOY).

Communication:

Draft internal comms related to Bayobab business achievements.

Prepare and draft critical correspondence, presentations, reports, and spreadsheets with attention to detail.

Acts as the public relations representative for Bayobab

Support Bayobab marketing activities with the marketing team.

Strategic document and content creation:

Create high-level documents translating business needs into functional presentations.

Create content and analysis to support strategic intent.

Create and maintain benchmarks to better understand and improve areas of Bayobab.

Assist and support and provide input and by conducting reviews on materials, presentations, and communications.

Analyse, gather, and summarize business and market information.

Collate relevant activity reports from the different units within the assigned department for the CEO's review.

Develop presentations required by the CEO and coordinate compilation of this with inputs from various stakeholders).

Role Dependencies:

Active support from the Bayobab Chiefs and General Managers

Deep understanding of the Bayobab business strategy

Deep understanding of Bayobab marketing strategy and needs

Management of senior stakeholders.

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