

Thursday August 11, 2011

We are a fast growing organisation with specialization in Pension Fund Administration. Due to our rapid expansion, we are seeking smart, intelligent and dedicated individuals to join our team

<b>ROLE: ADMINISTRATIVE OFFICER</b>
To assist the Admin Manager in ensuring a smooth run of the Company's Administrative Functions
Responsibilities <ul style="list-style-type: none"><li>• In charge of company stores – issue stationery to departments after approval, ensures accuracy on re-order level, ensures stores are clean and well arranged at all times</li><li>• Ensure regular update of stock cards</li><li>• Supervision of all company printing jobs</li><li>• Supervision of mail dispatch by courier services</li><li>• Handling of Admin correspondences/reports</li><li>• In charge of travels, ticketing for staff official trips</li></ul>
<b>PERSON SPECIFICATION</b>
<ul style="list-style-type: none"><li>• B. Sc/HND in any Social Science, Management Science.</li><li>• Minimum of Active 2 years experience in organisational store keeping.</li><li>• Minimum of 4 years relevant experience</li><li>• Proficient in MS Office packages (specifically Excel),Power-point presentations</li><li>• Excellent time management</li><li>• Good Communication and writing skills</li><li>• Excellent Problem solving</li><li>• Excellent Analytical and Report writing skills</li><li>• Excellent Supervisory Skills</li></ul>
<b>COMPETENCY PROFILE</b>
<ul style="list-style-type: none"><li>• Results Oriented</li><li>• Firm</li><li>• Planning and Organising</li><li>• Team Spirit</li></ul>

If you meet the above specification, please send an updated CV to the advertiser's email at [Hr-recruitment@leadway-pensure.com](mailto:Hr-recruitment@leadway-pensure.com) within two weeks of this publication.

Note that only candidates who meet these requirements will be shortlisted.