

J. Samuel Richards & Associates (JSR) is a professional accountancy firm regulated by ICPAU. We provide audit and advisory services to a wide range of clients. We are looking for suitably qualified persons to fill the position of Office Administrator.

Office Administrator job description

At JSR, our success depends on people, productivity, and procedures. The office administrator is a supportive force in each of these areas, and we are currently seeking a highly qualified person to fill this role. The ideal candidate for the role is a skilful problem-solver who has superb communication skills and a detail-oriented mindset. This person should have experience thriving in an administrative role. Effective multitasking and a unique ability to handle the unexpected are essential qualifications for the position.

Objectives of this role

- Ensure general management of the office by overseeing operational efficiency, effective communications, and other strategic and tactical planning
- Manage company facilities, including vendor contracts and relations, and office functions and services
- Manage the company's communication processes including our social media accounts
- Oversee and achieve the firm's goals while maintaining an efficient, productive, and positive office culture and employee experience.

Responsibilities

- Perform a variety of administrative duties, such as generating and distributing various official communications
- Prepare and send invoices, maintain client databases, track accounts, and other internal documents
- Schedule and track meetings and appointments and handle travel logistics
- Supervise administrative staff
- Assist colleagues whenever necessary.

Required skills and qualifications

- Proven success in office administration
- Superb written and verbal communication skills
- Strong time-management and multitasking abilities
- Proficiency with MS Office applications, and aptitude for learning new software and systems
- Ability to maintain confidentiality of the firm's information
- Bachelor's degree or equivalent.

Interested candidates should send a personal statement and CV to info@jsamuelrichards.com

Deadline: 15 November 2023