

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](mailto:info@jsamuelrichards.com)

Deadline: 15 November 2023