



Admin Officer

Company: First Ally Trust Microfinance Bank

Experience Level: 2-4 years

Location: Lagos

About the Role

The Administrative Assistant ensures the efficient day-to-day operations of the office, and provides administrative support to staff.

Responsibilities

- Conduct preventive maintenance and repairs of office equipment and fixed asset
- Answer telephone enquiries from customers/vendors and assist staff with their enquiries
- Perform routine inspection of the office and branches to identify maintenance and repair requirements
- Prepare expense requests and expense retirement in line with policy
- Co-ordinate travel and meeting arrangements
- Maintains inventory level by checking stock level, anticipating needed supplies, placing orders for supplies and verifying receipt of supplies.
- Carrying out purchases with attention to quality and budgetary constraints
- Supervise projects such as repairs, renovations, event planning and co-ordination etc.
- Maintain a professional and clean work environment across all branches
- Prepares periodic payments to service providers/ vendors
- Ensures third party services are in line with Service Level Agreements
- Ensure a clean and tidy work environment
- Conducts facility maintenance services across all branches
- Implement health and safety standards across all branches
- Supervise the day-to-day activities of the Admin team
- Provides overall support to the Admin/HR team as may be required
- Carries out all other functions as assigned



Qualifications

- HND/BSC in Business Administration or a relevant field
- Evidence of completion/ exemption of/from NYSC

Experience

- Minimum of Two (2) years' experience
- Knowledge of office management systems and procedures
- Supply management and inventory control

Skills

- Excellent time management skills
- Ability to multi-task and prioritize work
- Attention to detail and problem-solving skills
- Strong organisational and planning skills
- Proficiency in MS Office
- Understand ethical behaviour and business practices and ensure consistency with the bank's standard.
- Proficient in negotiating and persuasion
- Excellent verbal and written communication