

Administration Officer

Summary

Office administrators undertake a range of functions to make sure the administration activities within an organization run smoothly. They may be responsible for the management of partners requests such as business proposals, business plans and keeping records. These functions can be performed at various levels ranging from junior through to upper management and may directly reports to managing director.

Duties & Responsibilities

- Office administrators may perform the following tasks:
- Preparing business plan for each partners at any time required
- Preparing business proposal for each partner any time required
- Review and answer partners mail
- Preparing sales report for partners
- Provide and maintain business premises and other facilities, including plant machinery and equipment
- Establish and maintain supplier accounts
- Coordinating with partners and office colleagues
- Any other tasks assigned by line manager

Job Requirements

Qualifications

- BBA degree (Bachelor in Business Administration)
- Technical expertise and experience in development program communications and reporting functions
- Demonstrated strong writing and editing experience
- Excellent writing skills and experience preparing well-researched reports
- Excellent presentation skills
- Proficiency with MS Office (Word and Power Point), and graphic arts and/or desktop publishing software and knowledge of Excel and Database and internet email
- Strong writing skills
- Ability to work independently

Experience

2-3 years

Languages

Fluent English, excellent Dari and/or Pashto.