

Administrative Assistants (NOC8) - 3 positions Tenable at Head Office, Lilongwe

The post is responsible for running and coordinating the day-to-day departmental and/or section administrative duties.

Key Duties and Responsibilities

- Providing administrative support to respective departments heads and teams;
- Providing secretarial duties;
- Supervising drivers in his/her charge and support with departmental fleet management;
- Drafting and typing correspondences and reports;
- Handling sensitive and confidential information;
- Filing and managing a shared departmental database platform;
- Taking notes during meetings and compiling minutes;
- Attending to visitors and arranging meetings;
- Making travel arrangements and maintaining diary for the director and departmental staff;
- Attending to telephone calls;
- Managing all incoming and outgoing mail and maintaining an up-to-date mail register;
- Operating various office equipment and reporting faults;
- Ordering materials and accessories for the office;
- Serving refreshments,
- And any other appropriate duties assigned by Immediate Supervisor.

Minimum Qualifications and Work Experience

- Diploma in Secretarial Studies or Business Administration or equivalent qualification;
- Malawi School Certificate of Education (MSCE);
- 5-years work experience in a busy organization;
- Good track record in managing external stakeholders;
- Proficiency in MS Office, with exceptional knowledge of Excel and PowerPoint, publisher among other packages;
- Working knowledge in book-keeping, petty cash management; and procurement and stocks administration;
- Knowledge of project and task management tools.