

## **Job Description**

Job title: **Administration Assistant**

Job reference number: **BX314-562**

Closing date: **March 2014**

### **Job Purpose**

To perform clerical and administrative functions in the office

### **Responsibilities**

The responsibilities of an Administration Assistant include:

- Managing correspondence
- Retrieving documents
- Maintaining data entry applications
- Reception duties
- Maintaining the cleanliness of the office
- Writing meeting notes
- Support managers and colleagues
- Greeting and assisting guests
- Maintaining filing systems.
- Directing calls from switchboard
- Answering phone calls
- Responding to faxes, emails
- Distributing posts
- Scheduling appointments and travel arrangements
- Booking hotels, and conference rooms

### **Skills**

Reporting Skills, Administrative Writing Skills, Microsoft Office Skills, Managing Processes, Organization, Analyzing Information , Professionalism, Problem Solving, Supply Management, Inventory Control, Verbal Communication

### **Qualifications**

A good OND/HND or a Degree from a recognised institution is required for this role. Experience is desirable but not essential.

To apply email CV and covering letter to [careers@bludel.com](mailto:careers@bludel.com). Successful candidates will be contacted for an interview.