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| **JOB DESCRIPTION** |
| **DATE:**  |
| COMPANY: |  | JOB TITLE: | OFFICE ADMINISTRATOR |
| DEPARTMENT: |  | CURRENT INCUMBENT: |  |
| DIRECT SUBORDINATES: |  | INDIRECT SUBORDINATES: |  |
| BRIEF DESCRIPTION: | The post of office and administrative personnel consists of performing various tasks: preparing and editing documents, scheduling meetings, ordering supplies, answering phone calls, greeting visitors, managing filing systems, and performing basic accounting tasks. |
| QUALIFICATIONS & REQUIREMENTS: | * A high school diploma or equivalent;
* Ability to give full attention to what other people are saying, to be aware of others' reactions and understand why they react as they do, and to manage one's own time.
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| COMPETENCIES: | * Dependability — Job requires being reliable, responsible, and dependable, and fulfilling obligations.
* Integrity — Job requires being honest and ethical.
* Attention to Detail — Job requires being careful about detail and thorough in completing work tasks.
* Cooperation — Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude.
* Self Control — Job requires maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behaviour, even in very difficult situations.
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| TASKS: | * Answering phones, greeting visitors, answering correspondence;
* Completing forms by procedures and regulations of the company;
* Managing schedules and planning frameworks, preparing agendas and organising meetings;
* Opening, sorting, classifying and managing corporate documents, records, reports and correspondence;
* Performing general accounting tasks: invoices, statements, records, deposits;
* Preparing, editing, proofreading reports, memos, letters, invoices, presentations and other documents;
* Reading and analysing memos, submissions, letters to respond or distribute adequately;
* Reading and reviewing the work of colleagues; checking spelling and grammar;
* Scheduling appointments, business travel and meetings;
* Writing, entering data and distributing memos, correspondence and routine reports;
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| LINES OF COMMUNICATION: | SPECIFY |
| WORKING CONDITIONS: |  Indicate whether the position is half time or full time. List any unique working conditions such as hours etc. |
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| SIGNATORIES: |  |
|  | NAME: | DATE: | SIGNATURE: |
| INCUMBENT: |  |  |  |
| LINE MANAGER: |  |  |  |
| HR MANAGER: |  |  |  |