

ADMINISTRATIVE MANAGER AND SECRETARY

A graduate of counseling or other related courses is urgently needed for the following position;

- Administrative Manager
- Secretary (Male)

Responsibilities

ADMINISTRATIVE MANAGER

1. Coordinate activities within the office space.
2. Support and follow up on the activities of Program Manager and Office Assistant.
3. Report all office activities and expenses incurred every month to Finance Head and Head of Human Resource.
4. Prepare quarterly budget and monthly report and send to Finance Head and Head of Human Resource.
5. Manage the daily/weekly/monthly agenda of the office.
6. File contact information of employees and clients.
7. Maintain office properties.
8. Manage scheduled meetings and appointments in the office.
9. Act as the point of contact between the chief executive officer, clients and other external partners.
10. Disseminate organized information to clients.
11. Respond and receive mails of clients.
12. Prepare resource materials needed for programs alongside the program manager. **Note:** The Chief Executive Officer should be carried along on every activity and report sent. Also, be flexible to switch roles when needed.

SECRETARY

1. Greet and welcome guests as soon as they arrive at the office. 2. Direct visitors to the appropriate person and office. 3. Answer, screen and forward incoming phone calls 4. Handle complaints and specific customers' requests. 5. Troubleshoot emergencies to the Admin manager. 6. Ensure reception area is tidy and presentable, with all necessary stationery and material (e.g. pens, forms and brochures). 7. Respond and receive mails within the organization. 8. Keep inventory of stock. 9. Update calendars and schedule meetings. 10. Keep updated records of office expenses and costs. 11. Perform other clerical receptionist duties such as typing, filing, photocopying, transcribing and faxing. **Note:** The Chief Executive Officer should be carried along on every activity and report sent. Also, be flexible to switch roles when needed.

Qualifications

A graduate of Counseling or other related courses.

Contacts

Qualified applicants should forward their detailed CVs via email to info@kydalofficepoint.com and Cc hrs.hfgm@gmail.com using the job position as

Hiring organization

SURE HOPE COUNSELING CLINIC

Employment Type

Full-time

Industry

COUNSELING

Job Location

NO 99, IDI-ITO BUS-STOP, ADJACENT OLUYOLE CHESIRE HOME, POLY ELEYELE ROAD, IBADAN., 200283, IBADAN, OYO, NIGERIA

Working Hours

8AM- 5PM

Base Salary

ATTRACTIVE AND NEGOTIABLE

Date posted

January 15, 2023

the subject of the mail.