

## ADMINISTRATIVE OFFICER

### Description

The selected candidate is responsible for managing the daily administrative, operational, and technical functions of the company. He/she ensures smooth running of the office, supervises junior staff and interns, manages financial records, and supports the business with tech-enabled solutions

### Responsibilities

- **Office Management & Administration**
  - Open and close the office daily.
  - Supervise interns, cleaners, and support staff.
  - Manage office supplies, logistics, and schedules.
- **Business Operations Support**
  - Generate invoices, receipts, and business documentation.
  - Maintain financial transaction records and support budgeting.
  - Track expenses and prepare monthly financial summaries.
- **Technology & Digital Support**
  - Use digital tools (Excel, Airtable, Trello, etc.) for reporting.
  - Support social media postings or basic website updates.
  - Maintain company email accounts and online files.
- **Client & Staff Coordination**
  - Respond to client inquiries (calls, emails, walk-ins).
  - Assist HR in onboarding interns and staff.
  - Ensure smooth communication between departments.
- **Reporting**
  - Submit weekly activity reports to the CEO.
  - Suggest process improvements for efficiency

### Qualifications

- Minimum of OND in any relevant course.
- Computer literacy to a reasonable proven point
- Dogged willingness to learn

### Hiring organization

DuraTech Multi-Solutions

### Employment Type

Full-time

### Industry

Professional IT Services

### Job Location

2nd Floor, Ance Building, Jericho,  
Ibadan, Oyo State, Nigeria

### Working Hours

8am – 5pm

### Date posted

August 27, 2025