

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