



# OMEGA MANAGEMENT SERVICES

Tubman Blvd. & 5<sup>th</sup> Street, Sinkor  
Monrovia, Liberia

**Vacancy**

<b>Job Title:</b>	Associate Rep. – Administration & HR
<b>Report to:</b>	Assistant Manager – Admin. & HR
<b>Closing Date:</b>	September 6, 2019

## Position Overview:

*This Associate Representative – Administration & HR will help ensure that the office runs smoothly, efficiently and optimize workflow. This position is the primary point of contact for all manner of inquiries and requests.*

## Essential Duties and Responsibilities:

- Execute timely, efficient and effective operations of the department,
- Prepare administrative reports for the senior management team,
- Handle office correspondence and filing systems,
- Handle information requests from clients and visitors,
- Assist in arranging, scheduling and organizing board meetings, staff meetings and other, departmental meetings when required,
- Organize and update databases effectively,
- Assess and evaluate inter-departmental functions and activities,
- Integrate best practices and standards in administrative functions,
- Must be a computer literate (Microsoft Word and Excel),
- Must prepare regular memos, report and routine correspondence,
- Answer and direct phone calls,
- Provide information by answering internal and external questions and requests,
- Report to work daily at 7:30 A.M. and observe that any minute after the reporting time, will be considered as lateness. Work schedule runs from Monday to Friday, scheduled Saturdays,
- Book travel arrangements, such as booking flights, cars, and making hotel and restaurant reservations,
- Handle weekly expenditure and petty cash payment and submit expense reports,
- Report to your immediate supervisor a weekly and monthly workflow summary and goals achievement,
- Arrange the ordering of office supplies locally and internationally,
- Develop administrative support staff by providing information, educational opportunities and experiential growth opportunities,
- Maintain contact lists,
- Successfully complete all assigned quarterly professional development courses and,
- Replace administrative officer for the CEO when absent or on office field duties,
- All other tasks instructed by your supervisor for the ultimate success of the company and to achieve Management & Shareholders goals.

## **EDUCATION, EXPERIENCE AND REQUIREMENT:**

- BBA/BSc/BA from accredited Institution of higher learning;
- 5 years of work experience;
- Medical Clearance (Preferred Medical Centers: SOS Medical Clinic, Snapper Hill Clinic, Malag Clinic, JFK Medical Center, ELWA Hospital or Catholic Hospital);
- Excellent interpersonal communication skills, both verbal and written;
- Customer service and relationship-building skills
- Teamworking skills
- High degree of honesty,
- Organization and time management skills

### **To Apply**

Interested candidates with relevant experience are to email and attached a covering letters, CVs and other documents (*qualification*) to [humanresources@omegalr.com](mailto:humanresources@omegalr.com) or drop a copy at our head office.

*Please note: Only shortlisted CVs will be contacted.*