

VACANCY FOR:

FRONT DESK AND ADMIN SUPPORT OFFICER

JOB TITLE:

Front Desk and Admin Support Officer

REPORTS TO:

Admin Manager / Chief Operating Officer (COO)

JOB SUMMARY:

To support the Administration department in carrying out Front Desk, Administration and Facility Management activities of InfraCredit



JOB RESPONSIBILITIES:

The resource person will have the following responsibilities:

Front Desk:

1. Manage the office front desk, receiving & managing all visitors to the premises.
2. Answer inquiries and provide information to all callers, customers, visitors, general public and other interested parties regarding InfraCredit activities, including directing calls appropriately.
3. Maintain required logs, visitors and correspondence registers to record all pertinent information related to inflow to and outflow from the Company.
4. Receive, manage and file all incoming and outgoing official correspondence and documents, including packages and deliveries.
5. Keep front desk tidy and presentable with all necessary material (pens, forms, paper etc.).

6. Manage/ provide support on office administrative requirements, such as meeting room bookings, conference call scheduling.
7. Draft official letters, proof-read and edit official documents as may be requested by the CEO and other Management staff.
8. Monitor office/administration supplies, recommend replacement when necessary and coordinate purchases and restocking.
9. Oversee the cleanliness and maintenance of the office environment, including general maintenance of office furnishings and fittings.
10. Other responsibilities as assigned by the Admin Manager or Chief Operating Officer.

Admin Support:

1. Provide support to the Origination and Structuring (O&S) team in scheduling of meetings, booking meeting rooms, refreshments and equipment where necessary.
2. Track inventory of marketing materials used by staff from time to time.
3. Arrange travel, flight bookings, hotels, restaurants, taxis (researching best available options prior to confirming), etc. including running reports.
4. Assist in organising & coordinating signing events for the Origination and Structuring team with the possibility of travel to assist with off-site events.
5. Provide support in handling Visa applications for staff and visitors.
6. Assist to supervise scheduled or routine facility management in the company (i.e. preventive and corrective facility related maintenance).
7. Assist with resolving facility management related issues.
8. Assist with space management (i.e. workspace relocation, allocation and reorganisation) in compliance with HSE regulations.
9. Assist with the coordination and maintenance of facility-related utilities/matters (i.e. parking, waste disposal, power, building security, water, etc.).

10. Ensuring that facilities meet government regulations and, health, safety and environmental standards, while pool car papers are also kept up-to-date.
11. Assist with the coordination of logistics (i.e. Executive management, group travel arrangements, Board meeting schedule/refreshments, etc.).
12. Assist with the planning and coordination of company related events (i.e. trainings, annual retreat, year-end celebrations, etc.).
13. Process Administration/Facility Management-related bill payments, with accurate accounting.
14. Attend to staff requests, including lunch, pool car usage, etc.
15. Supervise third party contract staff activities, including drivers, janitors and maintenance workers, including affirming the quality of work performed.
16. Support the preparation of monthly and/or quarterly Admin reports, as required.
17. Other ad-hoc admin duties as may be assigned by the Admin Team.



SKILLS AND QUALIFICATIONS:

1. Graduate degree qualification.
2. Strong organisational skills and the ability to manage time effectively in a fast-paced environment.
3. Minimum 3 years' work experience (experience with facilities management company is an added advantage).
4. Good communication skills, with an ability to engage effectively with clients, internal peers, inside/outside counsel etc.
5. Strong alignment with InfraCredit's core values – Integrity, Passion, Innovation and Collaboration.
6. Customer service orientation.
7. Proficient use of MS Office Suite, including Word, Excel, Power Point, etc.
8. Detail-oriented, able to oversee third party support staff and proactively identify/remedy admin/facility/logistics challenges.



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