

Job Title: Assistant Admin Manager
Reports to: Admin Manager
Job Description: To carry out Admin and Facility Management activities in support of the operational efficiency of the business.

Responsibilities

The resource person will be tasked with the following responsibilities, which constitute Key Performance Indicators (KPIs) that are also linked to the departmental Service Level Agreement:

General:

1. Deputise all responsibilities of the Admin Manager, with full awareness of all relevant standard operating procedures.
2. Ensure continuous process improvement in the areas of Admin & Facility Management, including completeness and effectiveness of standard operating procedures.

Front Desk:

1. Supervise front desk activities, whereby Admin personnel:
 - o Receive & manage all visitors to the premises.
 - o Answer inquiries and provide information to all callers, customers, visitors, general public and other interested parties regarding InfraCredit's activities, including directing calls appropriately.
 - o Maintain required logs, visitors' and correspondence registers to record all pertinent information of visitors/callers to the Company.
 - o Keep front desk tidy and presentable with all necessary material (pens, forms, paper etc.).
 - o Receive, manage and file all incoming and outgoing official correspondence and documents, including packages and deliveries.
2. Manage/provide support on office administrative requirements, such as meeting room bookings, conference call scheduling, event management support.
3. Oversee the cleanliness and maintenance of the office environment, including general maintenance of office furnishings and fittings.
4. Monitor office/administration supplies, recommend replacement when necessary and coordinate purchases and restocking.
5. Draft official letters, proof-read and edit official documents as may be requested by the CEO and other Management staff.
6. Other responsibilities as assigned by Admin Manager.

Administration:

1. Support Origination & Structuring, Strategy and other business units in scheduling of meetings, booking meeting rooms, refreshments and equipment where necessary.
2. Track inventory of marketing materials used by O&S staff from time to time.
3. Arrange travel, flight bookings, hotels, restaurants, taxis, etc., researching best available options based on timeliness, quality, pricing and internal approvals prior to confirming.
4. Organise & coordinate signing events for the Origination & Structuring and Strategy teams with the possibility of travel to assist with off-site events.
5. Provide support in handling Visa applications for staff and visitors.
6. Ensure effective facility management (e.g. parking, waste disposal, power, building security, water).
7. Proactively resolving facility management issues, coordinating necessary maintenance and supervising scheduled or routine care (i.e. preventive and corrective facility related maintenance).
8. Manage space (e.g. workspace allocation and reorganisation) in compliance with HSE regulations.
9. Strive to ensure that facilities meet government regulations and, health, safety and environmental standards, seeking input from the Admin Manager, Legal and the ESG team where necessary.

10. Ensure seamless coordination of logistics – e.g. for local and foreign travel, events, external meetings, special visits (e.g. Board members, stakeholders), etc., with accompanying Logistics Brief and Itinerary for relevant personnel, drivers and stakeholders.
11. Assist with the planning and coordination of company related events (e.g. trainings, annual retreat, year-end celebrations, etc.).
12. Provide oversight of support staff to ensure adherence to protocols: drivers, janitors, security guards.
13. Process Admin-related payments with correct accounting/budget details, subject to senior approvals.
14. Other ad-hoc admin duties as may be assigned by the Admin Team.

Qualification and Experience

1. Minimum five (5) years of core Administration and Facility Management experience, including office and staff logistics.
2. Graduate degree qualification.
3. Strong organisational skills and the ability to manage time effectively in a fast-paced environment.
4. Good communication skills, with an ability to engage effectively with clients, internal peers, inside/outside counsel, etc.
5. Customer service orientation.
6. Self-starter, with high standard of excellence and proactive approach to problem solving.
7. Process-oriented professional with strong attention to detail.
8. Proficient use of MS Office Suite, including Word, Excel, Power Point, etc.