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Homework Group

Circular Details

Ensuring office supplies are maintained, including checking inventory and working with vendors to ensure adequate levels of necessary supplies at all times Occasionally traveling off-site to deliver reports or files to other departments Ensuring the confidentiality and security of files and filing systems Coordinating schedules, arranging meetings, distributing memos and reports and ensuring that everyone is kept current of necessary company news and information Operating copy equipment, fax machines, printers or other equipment necessary Managing office supplies stock and placing orders Preparing regular financial and administrative reports Administration of company databases.

Job Title : Admin Officer

Designation : Admin Officer, Facility

Experience : 2 to 5 years

Age : 21 to 35

Salary Range : #100,000

Vacancy : 2

Posted Date : 20-11-2023

Last Date to Apply : 24-11-2023