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Homework Group

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## Circular Details

Plan and coordinate administrative procedures and systems and devise ways to streamline processes.

Allocate responsibilities and office space to new employees. Assess staff performance and provide coaching and guidance to ensure maximum efficiency Ensure the smooth and adequate flow of information within the company to facilitate other business operations Manage schedules and deadlines Monitor inventory of office supplies and the purchasing of new material with attention to budgetary constraints Monitor costs and expenses to assist in budget preparation Oversee facilities services, maintenance activities and tradespersons (e.g electricians) Organize and supervise other office activities (recycling, renovations, event planning etc.) Ensure operations adhere to policies and regulations Keep abreast with all organizational changes and business developments

**Job Title :** Administrative Manager

**Designation :** Group Admin, Business Development-Industrywide Services

**Experience :** 2 to 5years

**Age :** 20 to 40

**Salary Range :** N150000

**Vacancy :** 50

**Posted Date :** 30-12-2023

**Last Date to Apply :** 26-01-2024