

**From:** Human Resource Department

**TO:** Olawale Onifade

**Role:** Admin Officer

**Reports to:** HR and MD

Job Objective:

* To manage general administrative duties and ensure the office is running smoothly.

Job Responsibilities:

* Ensure the office is stocked with necessary supplies and monitor inventory
* Maintain a record of assets and monitor the movement of office items
* Supervise auxiliary workers and ensure all office rooms are clean and tidy
* Check all office equipment to ensure they are in good working condition
* Report repairs and replacement when required, invite company approved artisans to fix the fault(s) and supervise their work
* Keep an inventory of all company items as assigned and regularly update the records to ensure the items listed are available and in the right place
* Provide administrative support to the office making purchases, banking errands, delivery and pick-up of mails and other required activities

KPIs

* Availability
* Timeliness in reporting and seeing to the repair / replacement of damaged items
* Timeliness in restocking office items