

DOCUMENTATION ASSISTANT (VCG A2)

Organizational Unit: Finance and Administration

Location: Abuja

Duration: One Year (With possibility of Extension)

Reports to: Head, Finance, and Administration

Estimated Start Date: As soon as possible

SUMMARY OF ROLE

To provide secretarial, clerical, and administrative support and play a vital part in the administration and smooth-running of the organization.

DUTIES AND RESPONSIBILITIES

- Create and maintain filing systems for ease of storing and retrieving data, information, and other documents
- Liaise with staff in other departments for information management.
- Sort and distribute incoming mail and dispatch outgoing mail.
- Organize and store paperwork, documents, and computer-based information.
- Photocopy and print various documents, sometimes on behalf of other colleagues.
- Any other duties assigned by Management.

POSITION SPECIFICATIONS

Education

- First degree in Secretarial Studies / Office Management or Other Relevant Areas. Possession of a master's degree would be an added advantage.

Certification and Training

- Certification or previous training in secretarial duties, personal effectiveness, or as personal assistant would be an added advantage.

Experience

- At least 5 years' experience in similar role in a comparable organization. Must be experienced in working with Senior Management.

Others

- Must be computer literate: Microsoft Word, Outlook, PowerPoint, Excel, Access etc. - to produce correspondence and documents; as well as maintain records.
- Strong written and verbal communication skills
- Good interpersonal skills.
- Great organizational skills