

## **ADMINISTRATIVE ASSISTANT**

LAMRN is looking for an energetic, conscientious and detail oriented individual who enjoys making a difference, being part of a team and takes pride in their career to work in our fast paced office.

### **JOB DESCRIPTION/RESPONSIBILITIES:**

Provide administrative support for the LAMRN Team.

### **Responsibilities:**

Provide office services by implementing administrative systems, procedures, and policies, and monitoring administrative projects.

### **Administrative Assistant Job Duties:**

- Maintain workflow by studying methods; implementing cost reductions; and developing reporting procedures.
- Create and revise systems and procedures by analyzing operating practices, recordkeeping systems, forms control, office layout, and budgetary and personnel requirements; implementing changes.
- Develop administrative staff by providing information, educational opportunities, and experiential growth opportunities.
- Resolve administrative problems by coordinating preparation of reports, analyzing data, and identifying solutions.
- Ensure operation of equipment by maintaining equipment inventories; evaluating new equipment and techniques.
- Provide information by answering questions and requests.
- Maintain supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies.
- Complete operational requirements by scheduling and assigning administrative projects; expediting work results.
- Maintain professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
- Contribute to team effort by accomplishing related results as needed.

### **Administrative Assistant Skills and Qualifications:**

Reporting Skills, Administrative Writing Skills, Microsoft Office Skills, Managing Processes, Organization, Analyzing Information, Professionalism, Problem Solving, Supply Management, Inventory Control, Verbal Communication.

To apply submit an application letter and Curriculum Vitae (C.V) in PDF format to [info@lamrn.org](mailto:info@lamrn.org)

**Deadline for applications 25th April, 2016**