

OFFICE MANAGER - M/F Fr/En

Offer reference 0033offman-mp

ONE SA IS RECRUITING IN CAMEROON

apply to : direction@one-saholdings.com

An Administrative Manager, the incumbent will be responsible for providing administrative support to ensure the efficient operation of information management. This role is crucial to the successful execution of the project's ambitious two-phase development plan.

Key Responsibilities :

- Handle office tasks, such as filing, generating reports and presentations, setting up for meetings, and reordering supplies.
- Provide real-time scheduling support by booking appointments and preventing conflicts.
- Make travel arrangements, such as booking flights, cars, and making hotel and restaurant reservations.
- Screen phone calls and route callers to the appropriate party.
- Use computers to generate reports, transcribe minutes from meetings, create presentations, and conduct research.
- Maintain polite and professional communication via phone, e-mail, and mail.
- Anticipate the needs of others in order to ensure their seamless and positive experience.
- Support other teams with various administrative tasks (redirecting calls, disseminating correspondence, scheduling meetings etc.).
- Develop and maintain a filing system for important and confidential company documents.
- Prepare reports and presentations with statistical data, as assigned.

Qualifications :

- BAC+2 in administrative techniques and management ; additional qualifications in related fields will be a plus.
- Proven experience as a secretary or administrative assistant in a corporate setting.
- Familiarity with office organization and optimization techniques.
- Proficiency with Microsoft Office software, including Word, Excel, and PowerPoint.
- Excellent written and verbal communication skills.
- Strong organizational skills with the ability to multitask.

Personal Attributes :

- Detail-oriented and highly organized.
- Strong team player with the ability to work with diverse teams.
- High level of integrity and dependability.
- Proactive in identifying issues and implementing solutions.
- Strong customer service mindset.

As an Office Manager, the individual will work closely with various departments to ensure efficient and organized administrative support for the Project.

PS : salary and benefits according to profile