

Job Vacancy

Office Administrator

Job Description

At EJ Engineering and Construction Consultant Limited, our success depends on people, productivity, and procedures. The office administrator is a supportive force in each of these areas, and we're currently seeking someone stellar to take the reins. The ideal candidate for the role is a flexible problem-solver who has superb communication skills and a detail-oriented mindset. This person should have experience thriving in an administrative role. Effective multitasking and a unique ability to handle the unexpected are essential qualifications for the position.

Objectives of this role:

- Ensure general management of the office by overseeing operational efficiency, effective communications, and other strategic and tactical planning.
- Provide front-desk coverage by managing a busy, multiline phone system, greeting guests as they enter the office, managing incoming/outgoing mail and shipments, and maintaining an organised office environment.
- Provide administrative support to senior leaders, including email correspondence and generating and distributing memos, letters, spreadsheets, forms, etc.
- Plan, organise, and schedule company meetings in the office, off-site, and via videoconference.
- Maintain filing system, contact database, employee list, and inventory.
- Order and oversee office supplies and food deliveries for group meetings.
- Perform other duties as required by the job function.
- Oversee and achieve organisational goals while maintaining an efficient, productive, positive office culture and employee experience.

Responsibilities:

- Greet office visitors, answer and direct phone calls, field inquiries from sales representatives and clients, and maintain office efficiency.
- Perform a variety of administrative duties, such as generating and distributing memos, letters, spreadsheets, forms, and faxes, and sorting and distributing incoming mail.
- Prepares reports, communications, meeting minutes.
- Prepare job correspondence, completing RFP's, RFI's.
- Records management
- Prepare and send invoices, maintain client databases, track accounts, and assist with copying and distributing orders and other internal documents.
- Update spreadsheets used by accounting, administration, and field services.
- Schedule and track meetings and appointments, book flights, and handle travel logistics.
- Utilizes tracking systems to keep project information current and accessible to various users, i.e., Excel.
- Reviewing subcontractor billings and coding all invoices.
- Managing subcontractor RFI inquiries and preparing responses.
- Managing and updating job procedure binders.
- Assisting with special projects.
- Provide administrative support to company executives, as needed.
- Perform other related duties as required.

Technical Competencies:

- Working knowledge of Microsoft Suite.

- Knowledge of the use of office equipment such as telephone system and photocopier.
- Telephone Etiquette.
- Organising Skills.
- Communication Skills.
- Multitasking Skills.

Behavioural Competencies:

- Integrity
- Teamwork/Cooperation
- Initiative/Drive
- Customer Orientation
- Interpersonal Understanding
- Flexibility/Adaptability

Required skills and qualifications:

- Professional and courteous demeanour with a commitment to excellence in customer service.
- Ability to prepare reports and communications on behalf of the company.
- Ability to multi-task and to work under time constraints and other stresses.
- Proven success in office administration.
- Superb written and verbal communication skills.
- Strong time-management and multitasking abilities.
- Proficiency with office applications and aptitude for learning new software and systems.
- Ability to maintain confidentiality of company information.
- Experience in Accounting Software e.g. Quick Books.
- **Minimum 3 years administrative experience**
- **Associate degree (or equivalent) with Six (5) Years Supervisory Experience.**
- **Bachelor's degree (or equivalent) with Five (4) Years Supervisory Experience.**
- **Master's degree (or equivalent) with Three (3) Years Supervisory Experience.**

All applications must be accompanied by a cover letter and addressed to:

**The Manager,
EJ Engineering and Construction Consultant Ltd.,
Allfields Trace,
Lowlands, Tobago.**

Please note that Submissions are by email only. Please forward your application along with 2 references to ejeccljobvacancies@gmail.com

DEADLINE FOR SUBMISSIONS FRIDAY 17TH May 2024 @ 4:00PM.