



HIRING

ADMINISTRATIVE MANAGER

We are looking for an experienced **Administrative Manager** and functions with business needs and objectives within fleets and tracking companies.

Essential Roles and Responsibilities:

- (1) Manage and oversee the administrative staff.
- (2) Develop and implement administrative policies and procedures to ensure the smooth operation of the office.
- (3) Manage budgets for the administrative functions of the company, including office supplies and equipment.
- (4) Ensure that all administrative tasks, such as data entry, filing, and correspondence, are completed accurately and efficiently.
- (5) Coordinate and manage office events and meetings.
- (6) Maintain and update company databases and records.
- (7) Maintain all company inventories.
- (8) Liaise with external stakeholders, such as vendors and clients, to ensure smooth operations.

(9) Ensure compliance with all relevant laws and regulations.

(10) Implement and maintain health and safety procedures in the office.

Qualifications and Requirements:

- (1) Bachelor's degree in Business Administration or related field.
- (2) Proven experience as an Administration Manager or similar role.
- (3) Excellent organizational and leadership skills.
- (4) Strong communication and interpersonal skills.
- (5) Knowledge of office management procedures and systems.
- (6) Proficient in Microsoft Office Suite.
- (7) Ability to prioritize and manage multiple tasks simultaneously.
- (8) Position is for MALE between 30 and 45years old

How to Apply: Send your application and CV to jobs@utrackafrica.com and office@utrackafrica.com

Deadline: 15th August, 2024

www.utrackafrica.com