

**Title**

Administration Manager

**Description**

Reporting to the Head of Finance & Administration, the position is responsible for the planning, directing and coordinating supportive services of the organization including procurement, record keeping, mail management, asset disposal, office maintenance, supplies and other support services that guarantee uninterrupted running of our various offices.

**Responsibilities**

1. Maintain office supplies inventory by checking stock to determine inventory levels; anticipating needed supplies; placing and expediting orders for supplies and verifying receipt of supplies;
2. Coordination of the whole procurement and asset disposal process;
3. Update the organization's administration policies and procedures;
4. Develop and maintain a risk register for the administration function;
5. Coordinating Health, Safety and Environmental audits and compliance;
6. Accurate and timely payments of all utility bills such as electricity, internet, water, phone, mobile phone, etc. in both the staff houses and office premises, and advising the finance department, in order to avoid any disconnection;
7. Responsible for work allocation, leave scheduling, supervision, discipline management and performance management of all administration staff;
8. Timely renewal of company statutory licenses and insurances. (NCC, NEMA, OSHS, workplace inspections, general insurances of all assets.)
9. Recording office expenditure and managing office budget every month which helps in promoting accountability by staff;
10. Liaise with service providers to ensure adequate provision of utilities (including telephones, water and electricity); and to ensure adequate servicing and maintenance of office equipment (including telephones, computers, photocopying machines, etc.)
11. Implement and maintain a filing system for all administration documents according to procedures;
12. Facilitate contract awards and renewals for outsourced service providers;
13. Fleet management – motor vehicle maintenance, repair work, leasing contract management, insurance compliance;
14. · Track and report key functional metrics to reduce expenses and improve effectiveness
15. Ensuring the fire protection systems are in place; including but not limited to fire extinguishers, security alarms;
16. Oversee effective office security, including liaison with Security Companies and ensuring adherence to office security and safety policies for all staff and visitors;
17. Acting as the works officer, oversee all aspects of office maintenance/ renovations and cleanliness in line with set procedures;
18. Responsible for organizing travel, accommodation, visas and work permits for expatriate staff and/or company visitors;
19. Maintain in liaison with Finance an up to date asset register across the organization.