

TEACHFORNIGERIA

Title: Administrative Officer

Reporting to: HR and Admin Manager

Employment Type: Full-time

Location: Based in Lagos, Nigeria

About Teach For Nigeria

Teach For Nigeria is a non-governmental organization building a movement of leaders who will reshape what it means to provide an excellent education for all children across the nation. We aim to cultivate students who can harness their voices and shape a changing world while being committed to their communities. This will require support at every level of leadership, from our teachers in the classroom to the highest-ranking officials. Teach For Nigeria aims to accomplish this vision by recruiting promising young leaders, to teach for a 2-year commitment in underserved schools in low-income communities. In the long run, our organization is cultivating a network of change-makers, inclusive of our students, their communities, our Alumni, government officials, community partners, supporters, and affiliates.

Position Summary

Teach For Nigeria seeks an Administrative Officer to provide assistance to managers and employees with respect to Office Administration, Procurement, Logistics, and Vendor management.

Key Responsibilities

- Manage Travel, Hotel accommodation, and Logistics within and outside the country
- Set and review standards for vehicle safety, readiness, serviceability, and performance.
- Assist in events, including setting up, planning, and other tasks as needed.
- Contact vendors to ensure timely delivery of services/items.
- Manage the filing system among all departments to ensure that all company records are up to date.
- Manage petty cash and office expenses
- Ensure generator, electrical, and plumbing works are functional.
- Manage the use of company equipment, asset, and tools
- Provide support in the onboarding of new employees by providing work tools
- Supervise the maintenance and alteration of office areas and equipment, as well as layout, arrangement, and housekeeping of office facilities.
- Coordinate the delivery, distribution, and storage of correspondences (letters, documents, packages).
- Assist in events, including setting up, planning, and other tasks as needed.
- Liaise with the procurement team and contact vendors to ensure timely delivery of services/items.
- Manage the filing system among all departments to ensure that all company records are up to date.
- Maintain an inventory database of all items in the office
- Responsible for office payments; subscriptions, utility bills (IKEDC, LAWMA, etc.), and others.
- Provide a detailed report of tasks.

Educational Qualification, Experience, and Requirements

- Minimum of HND/B.Sc. in any relevant field
- Minimum of 3 years experience in a similar role.
- Knowledge of organizational/office management systems and procedures
- Possess good coordinating and organizing skills
- Proficient knowledge in the use of Microsoft Office Suite
- Must be Tech Savvy
- Ability to make informed strategic decisions
- Ability to schedule activities and maximize time while ensuring to meet all deadlines.
- Ability to work with a variety of individuals in a wide range of positions and foster harmony across teams
- Must have managed logistics within and outside the country
- Self-motivated, Target-driven, Fast-paced, Independent thinker and Problem solver

It is not intended that the above-listed duties reflect every job duty, responsibility, or task that the employee may be called upon to perform. The employee is expected to perform all job-related duties and tasks assigned by his/her supervising manager or another authorized manager.