



Title: Team Lead/ Coordinator, Administration

Reporting to: Head of Human Resources and Administration

Oversight for: Administrative Officer

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 a Team Lead for the Administration sub-unit, to provide oversight for the key processes such as facility management, logistics management, vendor management, office administration, and procurement.

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, assets, and tools.
- Receives the approved request and makes sure that materials, equipment, etc. required are organized and ready for all activities.
- Coordinates catering services for official functions within and outside the office location
- Facilitates the preparation of a procurement plan
- Responsible for collection and analysis of proforma invoices and presents them to the supervisor for further processing or approval;
- Inquire immediately for more specifications from requesting units if the purchase request is not clearly specified and completed;
- Ensures that purchases are made in the best interests of the donor and TFN;
- Prepares weekly procurement status report and submits to the supervisor;
- Informs the supervisor about prices and qualities of goods if purchases are not of routine nature.
- 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.
- 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 field
- Minimum of 6 years experience in a similar role.
- Excellent ability to manage logistics across multiple locations, including outside Nigeria
- Sound knowledge of best in class facility management and maintenance practices
- Working experience of fleet management and related activities
- Effective stakeholder management across employees, public institutions, vendors, and. a variety of individuals in a wide range of positions
- 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 technology savvy
- Ability to make informed strategic decisions
- Experience providing oversight to other team members and ability to foster harmony across teams
- Ability to schedule activities among team members and guide subordinates to maximize time while ensuring to meet all deadlines.
- Self-motivated, target-driven, independent thinker and problem solver who is comfortable working in a fast-paced environment

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.