

Vacancy -Executive Administration Officer

Key Duties and Responsibilities:

Administration Support

- The candidate is expected to give administrative support to the Managing Partner and Firm Management Team.
- The candidate will work very closely with the Managing Partner to ease the administrative workload.
- Gather relevant (Financial and Administration) data and provide input to the Managing Partner.

Engagement Management Support: The candidate will be expected to give admin support, coordination of audit engagements, review and monitor completeness of the audit files, and reporting both internal and external.

Meetings and Events Management:

- The candidate should be able to organize and co-ordinate meetings (e.g. workshops, events) of the assigned department or audit team, take care of housekeeping affairs, take and distribute minutes on time.
- Organise and manage appointments of the Managing Partner and facilitate planning and implementation of activities.
- Assist in the coordination and compilation of monthly and quarterly staff and team planning and provide the link to admin/ finance and logistics as needed.
- Maintenance of the Managing Partner's diary and engagements.

Communications and Office Management

- Ensure timely communication of key internal and external communication in liaison with management.
- Ensure usage of up to date communication templates and support report/document formatting, lay-out and basic editing
- Prepare, formalize, send and file external as well as internal letters/reports /e-mails/bulletins
- Support content development for external communications.

Filing and Archiving

- Control the distribution and filing of documents for the firm and maintenance of a filing system, in line with archiving procedures.
- Control of key firm documents.

Eligibility

- Bachelor's Degree in the field of Business Administration, Communications, Public Relations, Secretarial Studies, Office Management studies, or and any other relevant field.
- Ability to work without supervision.
- Excellent written and verbal communication skills in English.
- Excellent administration skills, able to organise own work and make follow-up on tasks as required.
- Ability to follow required procedures and guidelines.
- Ability to give good attention to detail.
- Flexible, dynamic, excellent interpersonal skills, able to relate effectively with a wide range of people and cultures.
- Proficient computer skills – Must have ability to use Microsoft Word, Excel and Outlook to communicate, document and analyse data.
- Excellent service skills in a fast paced environment
- Excellent organizational and multi-tasking skills

If interested, send your Motivation Letter, CV and Copies of Academic Documents to info@tugye.com by 16th August 2019.