

Administrative Associate

Sahel Consulting Agriculture and Nutrition Ltd (Sahel) is a leading management consulting firm focused on the agricultural and nutrition sectors in Africa. We partner with government agencies, private sector companies and leading international development organizations to conduct research, analyze policies, develop strategies, and implement programs that promote sustainable food security and improved nutrition. We have worked on a variety of projects across West Africa, including in Benin, Burkina Faso, Ghana, Mali, Nigeria, and Senegal.

Job Title: Administrative Associate

Job Type: Full-Time

Reports to: Senior Manager Admin and Finance

Closing date: Open till filled.

Location: Abuja

Overview:

We are seeking an accomplished professional for the position of Administrative Associate. This role involves overseeing the integration of gender-sensitive practices and financial inclusion strategies within the organization, ensuring a comprehensive and equitable approach to business operations and projects.

Job Description

- Manage office supplies stock and place orders.
- Prepare regular reports on expenses and office budgets.
- Maintain and update company databases.
- Organize a filing system for important and confidential company documents.
- Answer queries by employees and clients.
- Update office policies as needed.
- Maintain a company calendar and schedule appointments.
- Book meeting rooms as required.
- Distribute and store correspondence (e.g. letters, emails and packages).
- Prepare reports and presentations with statistical data, as assigned.
- Arrange travel and accommodations.
- Schedule in-house and external events.

Minimum Qualifications and Requirements

Qualifications:

- Bachelor's Degree in a related field.
- Proven experience in Administration or related field
- In-depth knowledge of Office Administration and Management.
- Strong analytical, communication, and interpersonal skills.
- Ability to lead and inspire a diverse team in a fast-paced environment.

- Familiarity with relevant laws, regulations, and industry standards.

Position based: Abuja.

Method of Application: Qualified and interested applicants should forward their CVs to recruiting@sahelconsult.com with Administrative Associate as the subject of the mail. Only shortlisted candidates will be contacted.

Sahel is an Equal Opportunity Employer.