



OMEGA MANAGEMENT SERVICES LIMITED

Tubman Blvd. & 5th Street, Sinkor
Monrovia, Liberia

Vacancy

Department:	Administration & HR
Job Title:	Office Assistant
Employment Type:	Contractor/Part Time
Report to:	Associate Rep. – Administration & HR
Closing Date :	July 15, 2020

Job Summary

Office Assistant duties and responsibilities include providing administrative support to ensure efficient operation of the office.

Essential Duties and Responsibilities:

- Clean, stock and supply designated facility areas (dusting, sweeping, mopping, cleaning ceiling vents, restroom cleaning etc);
- Take trash out;
- Heat water for tea or coffee;
- Clean all the dirty dishes;
- Refill the water containers in the bathroom when necessary;
- Run errands;
- Put empty water containers and newspapers in car at the end of the day;
- Notify immediate supervisor of any repairs required;
- Updates job knowledge by participating in educational opportunities;
- Purchase, track, and invoice office supplies for each department;
- Carry out administrative duties such as filing, typing, copying, binding, scanning etc.
- Cover the reception desk when required;
- Greet and assist visitors, Clients & Staff and;
- All other tasks instructed by your supervisor for the ultimate success of the company and to achieve Management & Shareholders goals.

Office Assistant Requirements and Qualifications

- High school diploma and *WAEC or WASSCE*; associate's or bachelor's degree preferred;
- Prior experience handling office responsibilities, experience in customer service, or related field;
- Computer skills, including Microsoft Office Suite (Word, PowerPoint, and Excel);
- Excellent written and verbal communication skills;
- Highly organized multitasker who works well in a fast-paced environment and;
- Medical Clearance (Preferred Medical Centers: SOS Medical Clinic, Snapper Hill Clinic, Malag Clinic, Imani House and Faith Clinic or seek our advice).

To Apply

Interested candidates with relevant experience are to apply through our online career portal (<https://omegalr.bamboohr.com/jobs/>).

Please note: Only shortlisted CVs will be contacted.