

WAPCo

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Description

Executive Administrative Assistant
Responsibilities: • Handle all job offers open to applicants from Ghana Reports to the General Manager, Corporate Affairs Divisional meetings and workshops • Record minutes and action items for circulation and follow up on behalf of the General Manager • Prepare and dispatch letters and documents for the Corporate Affairs Division • Provide secretarial support for the preparation and circulation of Management Team reports • Assist the Human Resources team with the recruitment and selection process (job advertisement, shortlist, interviews scheduling etc). • Complete electronic transactions for the payment of invoices of vendors • Support departments under the Corporate Affairs division, with the coordination of functions, and other external events and activities • File all documents for the General Manager, Corporate Affairs – scan all hard copies for electronic filing on Livelink and on physical files • Support departments with documentation, filing and management when substantive employees are on vacation

Qualifications

Skills
Diploma in Bilingual Secretaryship with 4 to 5 years' experience
Knowledge of inventory management, Familiar with operation of video and still camera equipment • Strong administrative capabilities – document preparation and record keeping • Strong computer skills – Microsoft Word, Excel and Power point, Maximo- and Livelink • Adept in use of Office Equipment such as telephone console, fax machines and photocopiers, • Good communication skills • Familiarity with Public Relations and events management. • Good time management skills

Hiring organization
WAPCo
Employment
Posted
March 13, 2019