



### Job Description

Title	Admin Officer
Department	Center of Excellence in Information Technology (CEIT)
Category	Administrative
Reports to	Director CEIT
Campus	CEIT Centre, Panatina Campus
Summary of Duties	SINU CEIT is seeking a highly organized and proactive Administrator Officer to join their team. The ideal candidate will be responsible for overseeing daily office operations, managing administrative tasks, and ensuring a smooth workflow. Key responsibilities include coordinating office activities, maintaining office supplies, managing communication channels, and providing administrative support to various departments. The Administrator Officer will also be tasked with handling inquiries, scheduling meetings, and maintaining accurate records. The successful candidate must possess excellent communication skills, attention to detail, and the ability to multi-task effectively.
Detailed Roles & Responsibilities	
Task	<ul style="list-style-type: none"> <li>• The Administrator Officer is a pivotal role that involves overseeing the day-to-day administrative functions of the office.</li> <li>• Responsibilities encompass a wide range of tasks, including but not limited to: <ul style="list-style-type: none"> <li>✓ <b>Office Coordination:</b> The Administrator Officer is responsible for coordinating office activities to ensure a smooth and efficient workflow. This involves scheduling and organizing meetings, managing calendars, and facilitating communication between departments.</li> <li>✓ <b>Administrative Support:</b> Providing administrative support to various teams and executives is a key responsibility. This includes drafting and proofreading documents, handling correspondence, and managing filing systems to maintain organized records.</li> <li>✓ <b>Supply Management:</b> Ensuring the availability of necessary office supplies is crucial. The Administrator Officer is</li> </ul> </li> </ul>

	<p>responsible for monitoring inventory, placing orders, and maintaining relationships with suppliers to guarantee a well-equipped and functional office environment.</p> <ul style="list-style-type: none"> <li>✓ <b>Communication Handling:</b> Acting as a point of contact for internal and external inquiries, the Administrator Officer manages communication channels. This involves answering phone calls, responding to emails, and directing messages to the appropriate personnel.</li> <li>✓ <b>Visitor Management:</b> Welcoming visitors and ensuring a positive experience is part of the role. This includes managing the reception area, providing information, and notifying relevant staff of visitor arrivals.</li> <li>✓ <b>Record Keeping:</b> Accurate file cabinets and record-keeping is vital for organizational efficiency. The Administrator Officer maintains records, databases, and filing systems, ensuring easy retrieval of information when needed.</li> <li>✓ <b>Event Coordination:</b> The Administrator Officer may be involved in planning and coordinating company events, conferences, or workshops. This includes logistics, scheduling, and ensuring events run smoothly</li> </ul>
Selection Criteria	<p><b>Selection criteria for the position of the Office Admin will be based on the following:</b></p> <ol style="list-style-type: none"> <li>1. Good communication skills in email, telephone, written, and verbal.</li> <li>2. Can multi-task and can meet deadlines.</li> <li>3. Can prioritize tasks and do continuous follow up with relevant departments.</li> <li>4. Can keep well organized and maintained digital and cabinet-filing system and can easily retrieve documents from these files when requested.</li> <li>5. Can do timesheets and overtime calculations.</li> <li>6. Has basic knowledge of MS Excel and can use it to assist him/her perform tasks.</li> <li>7. Can manage CEIT Centre vendors by following up with invoices, receipts, and quotations from various vendors and service providers.</li> </ol>
Qualifications, Skills, and Experiences:	<ol style="list-style-type: none"> <li>1. Bachelor Degree, Diploma or Certificate in Business</li> <li>2. Some Office Admin Work Experience.</li> <li>3. Proficient with Microsoft Office Suite and other related software.</li> </ol>
Work environment & physical demands	<p>As the Office Admin you will be working most of the time in front of your computer, and doing phone calls. There are times you will be required to walk around the University to other offices such as HR, Procurement, and Finance.</p>

Term & Conditions	The position is for five (5) years under an employment contract. Remunerations and benefits will be according to the SINU Salary level under the General Support Services Stream. The contract is renewable and subject to good performance.
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