



ICAP at COLUMBIA UNIVERSITY ZAMBIA

JOB DESCRIPTION

Job Title: Administrative Assistant
Reports to: Senior Administration Officer
Location: Lusaka
Date: August 2020

POSITION SUMMARY

The Administrative Assistant shall report to the Senior Administration and Procurement Officer and will provide day to day coordination of office purchases and supplies and ensure goods and services are readily available at all times.

MAJOR ACCOUNTABILITIES

- Provide general office reception duties
- Raising requests for materials / services and preparation of purchase orders for vendors
- Maintain the filing system for the site office and ensure compliance with ICAP file storage guidance/policy.
- Managing, coordinating and monitoring vehicle movement and fuel
- Supervise drivers and ensuring that they correctly complete logbooks.
- Working closely with Finance in Lusaka, making follow-ups on queries that arise on utility bills for site office, or any other queries with vendors that may arise
- Obtaining quotations and making request for payments for works required for site office.
- Managing petty cash to ensure that the funds are available for day to day basic office requirements and reconciliations of the petty cash account
- Complete monthly vehicle usage reports for submission to the finance unit.
- Inventory Management
- Receive supplies from the Purchasing Unit, confirm receipt against requisition order, store and maintain supplies and equipment in an orderly manner.
- Monitor inventories of supplies and equipment and reorder as needed. Coordinate closely with the Senior Administration Officer to ensure supply pipeline runs smoothly and adequate inventory is available.
- Manage the site office stock levels for office supplies and stationery, including issuance supplies and preparation of monthly consumption report on stationery and other office supplies.
- Develop and maintain supply inventory tracking system for managing equipment and supply use.
- Any other duties as assigned by supervisor

EDUCATION

- Diploma in Business Administration/Management or any related field.

EXPERIENCE, SKILLS & MINIMUM REQUIRED QUALIFICATIONS

- Grade 12 certificate with credits in any five subjects including English and Mathematics
- Diploma in Business Administration/Management or any related field.
- Minimum of two (2) years' work experience.
- Registered membership with the relevant professional body
- Excellent computer skills, at minimum with Microsoft Office Package.

Preferred Qualifications

- Diploma in Business Administration/Management or any related field.

Travel Requirements

- None