

Administration Manager

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Company: BESIX

Location: Mozambique

Category: other-general

Job Description

Ensure that all administrative tasks are conducted within the legal and contractual framework, that all internal and external reports are timely and correctly issued and safeguard stock management;

Update the relevant business processes when required;

Develop and implement tools and templates for the monitoring and follow-up of the administrative matters;

Comply with all local administrative regulations;

Follow and implement Group guidelines and policies where and when required.

Monitor the administrative management of the expat staff (payroll, visa's etc...);

Support the timekeeping process and recharges;

Comply with local taxes for expats;

Be the contact person for all HR related matters;

Perform people management of your local team;

Monitor import and export of equipment;

Keep track of all insurances, procurement and logistics;

Ensure a qualitative document control of all financial & administrative topics;

Maintain relationships with local banks, authorities, customers and other specific partners.

Qualifications

You have a Master degree in an economical, financial or business related field;

You have relevant work experience in the field of administrative management;

Experience in a project based environment is strong asset;

Experience in the construction industry is an asset. Interest in the construction industry is a must;

You are fluent in English. Knowledge of Portuguese is a big asset. Any other language is an asset;

You are flexible, interested and open to work in a multi-cultural work environment. You understand and cope with cultural differences and different working methodologies between countries and continents.

You are result oriented, pro-active and a dynamic problem solver;

You are able to analyze complex issues and significantly improve, change or adapt existing methods;

You are persevering, enthusiastic and entrepreneurial combined with a strong sense of responsibility and flexibility;

You communicate, report and interact in a clear, timely and solution-minded manner.

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