

# Mozambique Jobs Expertini®

## Administrator

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Company: Recruitment Matters

Location: Mutanda

Category: other-general

### Responsibilities

Manage office supplies stock and place orders

Prepare regular reports on expenses and office budgets

Maintain and update company databases

Organize a filing system for important and confidential company documents

Answer queries by employees and clients

Update office policies as needed

Maintain a company calendar and schedule appointments

Book meeting rooms as required

Distribute and store correspondence (e.g. letters, emails and packages)

### Skills:

Solid knowledge of office procedures

Strong organization skills with a problem-solving attitude

Excellent written and verbal communication skills

Attention to detail

### **Qualifications:**

High school diploma; additional qualifications in Office Administration are a plus

Proven work experience as an Administrative Officer, Administrator or similar role

Experience with office management software like MS Office (MS Excel and MS Word, specifically)

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