We are a global healthcare strategic consulting firm focused on providing innovative advice and creating solutions to major challenges facing healthcare organizations.

As a result of expansion and strategic initiatives aimed at delivering increased value to our clients, career opportunities exist for high performing professionals that can contribute in a rapidly growing organization.

**Position: Administrative Officer**

**Location: Ikoyi, Lagos.**

**The Role**

The selected candidate will provide administrative support to partners and other employees for the various projects. This ranges from but not limited to market research support, project management, recruitment support, drafting, proof reading and editing of official documents, logistics support, social media support, etc. He/she would contribute significantly to HR tasks on a daily basis. He/she will be responsible for ensuring that tasks and projects are organized to meet deadlines, and generally contribute to enhance efficiency in daily operations.

**Key Roles and Responsibilities**

* Provide general administrative and clerical support including mailing and photocopying
* Maintain electronic filing system.
* Offer support in recruitment process- review applications and shortlist and other HR tasks as assigned.
* Organize and distribute incoming correspondence
* Perform data entry and scan documents
* Prepare and modify documents including correspondence and reports
* Schedule and coordinate meetings, appointments and travel arrangements
* Liaise with vendors and coordinate office supplies
* Assist in conducting surveys
* Provide logistics support towards trainings and events
* Record minutes at various meetings and archive them accordingly
* Perform all other related duties as assigned
* Working both on and off-site (remote work) and will be expected to report regularly either by phone, skype, Zoom, e-mail or with the other employees and partners.

**Required Skills and Competencies**

* Excellent writing, oral and communication skills
* Ability to draft, proofread and edit official documents to ensure compliance with correct grammar, syntax and intended meaning.
* Intelligent and innovative approach to resolving challenges
* Strong interest in HR tasks is required.
* Positive, enthusiastic and friendly disposition, with internal motivation to deliver.
* Keen attention to details and result oriented
* Extremely organized, strong multi-tasking and time-management skills.
* Should be very conversant with Microsoft Office Suite
* Accurate data management skills
* Must be able to work individually with minimal supervision
* High level of integrity
* Willingness to travel is essential

**Qualification and Experience**

* HND or Bachelor’s Degree in humanities field. (English, Mass Communication, etc)
* Fresh graduate with 0 – 2 years’ work experience in similar role
* Willingness to learn is essential

**METHOD OF APPLICATION**

**Interested and qualified candidates who fit the description should apply via the link:** [**https://www.anadach.com/resume**](https://www.anadach.com/resume)

ONLY SHORTLISTED APPLICANTS WOULD BE CONTACTED.