

## **VACANCY FOR OFFICE ADMINISTRATOR**

An international export management, business brokerage and trading enterprise need the services of an Office Administrator to work at its agency office in Ghana.

### **JOB SUMMARY**

The services of an innovative, competent and honest Office Administrator is required to grow the operations of an export management and business brokerage enterprise. Applicants must be able to think outside the box to discharge duties.

### **PERSON SPECIFICATION**

1. Must be numerate and competent in the use of Microsoft Excel, Word and PowerPoint
2. Applicant should be competent in primary and secondary business research
3. Candidate must have the ability to use statistical tools and methods to analyse, interpret data and present findings to management.
4. Personnel should have excellent verbal and written communication skills
5. Must have marketing, selling and customer service skills
6. Must be responsible, reliable and able to work well in a team and to work to schedule and deadlines.
7. Should have ability to work independently and willing to sometimes work remotely via the internet
8. Willing to work long/short hours and at short notices or on public holidays
9. Must have the ability to deal with ambiguity
10. Must not have any past criminal convictions or pending charges

### **QUALIFICATION & EXPERIENCE**

1. Fully qualified/part qualified Accountant with Institute of Accountant Ghana, GAT (Ghana Accounting Technician)/HND in Statistics, /HND Accounting, /ACA/ACCA Level 2 part qualified/Degree in Finance or Management Accounting
2. Minimum of two year's experience in finance and accounting

Interested applicants must email their CV's with electronic copies of educational certificates to **[procedigroupltd@gmail.com](mailto:procedigroupltd@gmail.com)**

### **SALARY**

1. **Gross Basic salary of One Thousand Ghana Cedis (1000 GHS)** per calendar month,

### **DUTIES AND RESPONSIBILITIES**

- Evaluate business opportunities in Ghana for foreign companies
- Prospect for clients, market and sell products and services of the firm
- Prepare management and financial accounts

- Deliver financial and business analysis
- Develop customer relationships and networks
- Identify competition and introduce buyers
- Find distribution partners and identify potential customers
- Undertake marketing research and develop the growth of the firm
- Supervise, monitor and coordinate the duties of clients
- Undertake any other duties about the development of the firm. These lists of duties are not exhaustive