

On behalf of one of its key clients based in Dakar - SENEGAL,
Global Mind Consulting is looking for an :

OFFICE MANAGER

reports directly to the CEO

ROLE PURPOSE

Responsible for the organization and co-ordination of office operations, procedures and resources to facilitate organizational effectiveness and efficiency.

KEY ACCOUNTABILITIES & ACTIVITIES

- Evaluate and manage staff performance
- Recruit and select office staff
- Organize orientation and training of new staff members
- Coach, mentor and discipline office staff
- Design and implement filing systems
- Ensure filing systems are maintained and current
- Establish and monitor procedures for record keeping
- Ensure security, integrity and confidentiality of data
- Design and implement office policies and procedures
- Oversee adherence to office policies and procedures
- Analyse and monitor internal processes
- Implement procedural and policy changes to improve operational efficiency
- Prepare operational reports and schedules to ensure efficiency
- Co-ordinate schedules, appointments and bookings
- Monitor and maintain office supplies inventory
- Review and approve office supply acquisitions
- Manage internal staff relations
- Maintain a safe and secure working environment

PROFIL

- Business degree or equivalent
- Minimum 2 years of expérience in similar role

QUALIFICATIONS

- Knowledge of accounting, data and administrative management practices and procedures
- Knowledge of clerical practices and procedures
- Knowledge of human resources management practices and procedures
- Knowledge of business and management principles
- Computer skills and knowledge of office software packages
- Good presentation and communication skills
- Excellent written and spoken French (English is an advantage)

REQUIREMENTS

- Management skills
- Writing and synthesis skills
- Adaptability and sense of anticipation
- Organization, rigor, autonomy and adaptation
- Relational skills and good listening skills
- Good writing skills
- Resistance to stress and pressure

TO APPLY

Send CV + cover letter at the following email address contact@globalmindconsulting.com

Ref : Office Manager

Deadline : Monday, September 20th, 2021 - included.