



## POSITION DESCRIPTION

**TITLE:** Administrative Assistant  
**BAND:** C  
**REPORTS TO:** Finance and Admin Director  
**LOCATION:** Monrovia, Liberia

### Overview:

The Administrative Assistant contributes to the efficient and smooth running of the MSH Liberia office and provides administrative assistance to all staff and consultants.

### Specific Responsibilities:

1. Petty Cash Custodian
2. Make small purchases
3. Make bank deposits and office errands
4. Purchase of flight tickets and hotel bookings for all staff
5. Receives all goods purchased for MSH Angola
6. Ensure that equipment such as copiers, fax machine and others, are in good working order at all times
7. Replenish copy paper of all printers on a daily basis. Replenish printer cartridge when needed
8. Receive and send all documents via courier services and maintain appropriate registers.
9. Accept and log all deliveries, check auto notification and verify that contact was notified and package was picked up.
10. Provide support for meetings and other special events when needed.
11. Provides a general office support function by performing various office duties when requested, e.g. filling, stock taking, etc.
12. Any other duties as assigned by supervisor.
13. Perform all tasks in an ethical manner and according to MSH policy and donor requirements.

### Qualifications:

1. A three year Diploma in Administration or a minimum of two years relevant administrative experience in supporting work group.
2. Fluency in English essential.
3. Strong administrative, organizational, and written and verbal communication skills.
4. Highly organized and able to work well under pressure.
5. Ability to carry out independent work, to take initiative, and to use good judgment.
6. Strong PC skills to include knowledge of Microsoft Word, Excel, PowerPoint, Outlook, internet research and database use.
7. Familiarity with Microsoft Outlook desirable.
8. Knowledge of USAID and other similar organizations.
9. Preferably possess a valid Liberian driver license

To apply for above positions, you must follow the [link https://jobs-msh.icims.com/jobs/8648/administrative-assistant/job](https://jobs-msh.icims.com/jobs/8648/administrative-assistant/job) or send your application to [liberiacshsjobs@gmail.com](mailto:liberiacshsjobs@gmail.com) stating the position in the subject line of your email.

**Interested persons must send comprehensive resume with a brief cover letter not later than closing date of the application, **Tuesday, November 10<sup>th</sup>, 2015.****

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