



**Liberia Telecommunications Authority
Building No. D-186 - Congo Town Back Rd.
Monrovia, Liberia**



Vacancy Announcement

Job Title: Admin/Operations Services Assistant
Department: Administration, Operations and Legal
Reports To: Staffing & Employees Relations Manager
Deadline: Tuesday, October 25, 2016 at 4:00

Duties & Responsibilities:

- Serves as backup for either receptionists when required and as priorities may allow.
- Provides administrative support to Director of Administration.
- Provides administrative support to Strategy Director as needed.
- Provides administrative support to Human Resource Officer as needed.
- Assists with procurement activities by receiving, tracking stock items, delivering requested store room items and data management manually or using computer.
- Provides administrative support to Chairperson during extended absence of Chairperson's Assistant.
- Determines if inventory quantities are sufficient for needs, ordering more materials when necessary. Maintains the reordering level system and modifies as needed from time to time.
- Receives, validates internal requisitions for materials, supplies and equipment.
- Prepares monthly consumption reports for supplies replenishment.
- Performs other duties as may be required.

Minimum Qualification & Experience:

- Bachelor's degree in Management, Accounting or Public Administration. Minimum of 2 years' experience as an administrative support with basic knowledge of stock keeping and inventory management.
- Good working knowledge of the use of computers and Word and Excel.
- Good telephone skills.
- Knowledge in basic office procedures.

Other Requirements:

- Good interpersonal skills
- Good oral and written skills
- Skill in establishing priorities and managing workload
- Ability to follow instructions
- Knowledge of common office supplies, materials, and equipment.
- Ability to accurately sort documents alphabetically, numerically, or by classification of the document.
- Ability to perform basic accounting functions and keep accurate records.
- Ability to understand and follow oral and written instructions.

Interested applicants must submit the following for the application to be considered: Cover Letter indicating position applied for and a current resume or curriculum vitae (Please include contact information including full name, telephone number(s) and email address if available). All other documentation (e.g., certificates, awards, copies of degrees earned) that address the qualification requirements of the position for which application is being submitted.

Interested applicants can send their applications to bmoore@lta.gov.lr

DEADLINE FOR RECEIPT OF APPLICATIONS IS Tuesday, October 25, 2016 at 4:00.