



JOB DESCRIPTION — ADMINISTRATIVE ASSISTANT

Amarac Nigeria

Amarac is a global leader in information technology. We leverage technology to help businesses grow, communities thrive, and people prosper. We live a culture built on tenets that derive from golden rule. A culture driven by people with different backgrounds and cultures, serving our clients with customized solutions that will solve their business problems, create stability, and drive growth.

Amarac Technology Solutions Limited, a subsidiary of **Amarac Technologies Incorporated**, with headquarters in the United States, consistently stands out in a competitive marketplace as an employer of knowledgeable, highly skilled, and competitive talent. We are a company that provides tailored IT solutions that enhance businesses and empower their employees. At the core, our job is to help remove obstacles that inhibit efficiency and productivity. As you consider the value of working for Amarac, we encourage you to remember our dynamism, winning attitude, and strong performance will maximize your potential.

Position Summary/ Essential Duties and Responsibilities:

The Administrative Assistant will be responsible for supporting the executive staff, mid-level managers, and other staff to help them stay organized and complete tasks that would enable them to focus on more specialized responsibilities. He or she will organize meetings, receive office visitors, and create documents on behalf of executives and managers. The duties of the position will include:

- Answering phones and receiving visitors
- Scheduling appointments and maintaining calendars
- Scheduling and coordinating staff and other meetings
- Collating and distributing mails
- Preparing communications, such as memos, emails, invoices, reports, and other correspondence
- Creating and editing documents, such as letters, reports, and instructional documents
- Creating and maintaining filing systems, both electronic and physical
- Managing accounts and performing bookkeeping tasks
- Maintaining financial records, running reports for management
- Recording financial transactions
- Assisting the account with administrative and bookkeeping tasks
- Preparing financial statements and confirming the accuracy of accounting database information.

Qualifications:

- Bachelor's degree
- 2+ years of relevant experience
- Proficient with Microsoft productivity tools (Office applications, Teams, SharePoint, and Outlook)
- Bookkeeping skills
- Attention to detail
- Strong analytical skills
- High degree of integrity; strong moral character
- Must be able to successfully pass a pre-employment drug/alcohol screen following a conditional offer of employment.

Interpersonal Skills:

- Must be self-motivated and goal oriented
- Attention to detail and proven ability to follow through on tasks
- Strong analytical, organizational, and problem-solving skills
- Ability to work on multiple tasks and priorities concurrently
- Requires minimal supervision and motivation
- Ability to work collaboratively with others
- Excellent people skills
- Proven relationship building skills and high energy level
- Excellent oral and written communication skills

Employment Type: Full-time

Benefits:

- National Health Insurance Program
- Dental insurance
- Vision insurance
- Employee assistance program
- Life insurance
- Two weeks paid time off

Schedule:

- 8-hour shift (9 – 5 PM)

Work Location:

- Abuja, Nigeria

Eligibility Requirements:

- Interested candidates must be 18 years of age or older
- Must be willing to submit to a background investigation; any offer of employment is conditioned upon the successful completion of a background investigation
- Must have unrestricted work authorization to work in Nigeria. For employment opportunities in Nigeria, AmaraC hires Nigerian citizens, permanent residents,

asylees, refugees, and temporary residents. Temporary residence does not include those with non-immigrant work authorization, such as students in practical training status. Exceptions to these requirements will be determined based on shortage of qualified candidates with a particular skill. Amarak will require proof of work authorization

- Must be willing to execute Amarak's Employee Agreement or Confidentiality and Non-Disclosure Agreement which requires, among other things, post-employment obligations relating to non-solicitation, confidentiality, and non-disclosure

Amarac offers competitive salaries and some benefits, employee assistance program, career development, and training programs. *Amarac believes that all persons are entitled to equal employment opportunity and does not discriminate against nor favor any applicant because of race, sex, color, disability, national origin, religion, creed, age, marital status, citizenship, veteran status, gender, or any other protected class. Equal employment opportunity will be extended in all aspects of the employer-employee relationship, including, but not limited to, recruitment, hiring, training, promotion, transfer, demotion, compensation, benefits, layoff, and termination. In addition, Amarak will make reasonable accommodations to known physical or mental limitations of an otherwise qualified applicant with a disability, unless the accommodation would impose an undue hardship on the operation of our business.*

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