

Administration Assistant

Location: [Africa] [Burundi]

Town/City: Bujumbura

Category: Administration/Corporate Services

Job Type: Fixed term, Full-time

PURPOSE OF POSITION

The purpose of Administration Assistant is to facilitate World Vision guests at national office; manage correspondences mails/couriers, telephone calls, and transfer invoices to right staff and department, guest handling are reception and support in other administration services to the WV Burundi office.

MAJOR RESPONSIBILITIES

20	Receive and communicate properly with individuals coming into the organization and direct them to the appropriate office/person after checking with the staff that they want to meet.	Great coordination and guidance for office visitors
20	Answering incoming telephone calls, determining purpose of callers, and forwarding calls to appropriate personnel or department	100 % of entering calls at WVB reception are received and appropriately answered
10	Facilitate outgoing and incoming telephone call from/to	Coordination of all staff entering and exit calls

	various staff	
10	Taking and delivering messages or transferring calls to voicemail when appropriate personnel are unavailable	Messages to organization are received and managed on time
10	Receive, sort and distribute daily mail/deliveries to right department and staff	Timely distribution/delivery of mails
10	Receive and record invoices/correspondence before they are transferred to right departments /staff	Invoices submitted to finance /departments /right staff
5	Notifies security guards on visitor arrival, directs and allows access to those on appointments	Coordinated communication between reception service and guards
5	Keep updated staff and partners contact lists and share to all staff on monthly basis	Staff contact regularly updated
10	Perform any other task assigned by supervisors	

KNOWLEDGE, SKILLS AND ABILITIES

- A university degree in Business administration, social science, International relation, marketing, English or any other degree in a related field.
- One (1) year experience in reception/customer care/secretariat, administration or other similar role.

Preferred Skills, Knowledge and Experience:

- Knowledge to handle reception services and administration business
- *Strong oral and written communications skills in Kirundi, English and French;*
- Excellent computer skills in Excel and Word;
- Experience with international NGOs
- Ability to maintain effective working relationships with internal and external customers/clients;
- Ability to work under pressure and committed;
- Ability to maintain effective working relationships with staff at all levels.

Work Environment:

- Work environment: Office-based
- Travel: 10% Domestic travel is required.
- On call: On supervisor's demand

How to apply:

Should you wish to apply for this position, please go to <http://careers.wvi.org/job-opportunities-in-burundi>. If this is your first time applying online via the World Vision International careers website, you will need to register an account along with your application details. This site will provide you with additional functionality, such as saved searches and email alerts. Registration requires minimal information to create your account. Further details will be collected during the application process. All applicants must apply using

our online application system, CVs received via email or standard post will NOT be considered.

In case you face challenges applying through the online system, please call HR department for support. The closing date for submission of applications (Updated and signed CV, motivation letter, certificates of service, and Certified Degrees) is **November 27, 2020**. No late applications will be accepted.

Important Note:

- World Vision Burundi does neither use employment agencies nor does it charge money for recruitment, interviews or medical checks.
- As a child focused organization, World Vision is committed to the protection of children and does not employ staff whose background is not suitable for working with children.
- Although all applications will be considered on their individual merit, suitably qualified women are especially encouraged to apply.