

Join Our Team!

MicRoe Co. Ltd. is seeking the services of a **BUSINESS SUPPORT ADMINISTRATIVE ASSISTANT**; Applicants must meet the following requirements:

QUALIFICATION REQUIREMENT

MINIMUM REQUIREMENTS: Associate Degree in Business Administration or Accounting, or other business-related field with a minimum of five (5) years experience in a supervisory capacity.

DUTIES & RESPONSIBILITIES

- Providing customer support by answering, screening and forwarding incoming phone calls and relaying telephone messages, answering emails and sending faxes.
- Providing administrative support such as filing, managing customer/business records, effective storage and proper destruction of documents/records.
- Assist with up-keep of office and provide oversight of maintenance of the premises.
- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Assists with administrative support/backup for other team members. Ensure Account Receivable Clerk, Loan Officer, and Messenger are completing their tasks daily.
- Coordinate orders and purchasing of stationery and office supplies.
- Acts as Accounting Liaison.
 - Responsible for reconciling Business and Accounting system.
 - Collect monies and make daily deposits.
 - Submit invoices to Bookkeeper for payment.
- Act as IT Liaison.
 - Report Telephone/IT issues; assist technicians with resolution.
- Acts as HR Liaison.
 - Up keeping of the employee employment history and uploading employee documentation into Human Resource Information System.
 - Organize employee gatherings/tokens.
 - Address employees' queries about benefits etc. and communicates clearly and directly with employees concerning performance expectations, productivity, and accountability.

KNOWLEDGE AND SKILLS

- Advanced analytical and problem-solving skills.
- Ability to make decisions and to work diligently in completing work.
- Excellent organizational skills, attention to detail, supervisory and leadership skills.
- Excellent interpersonal and customer service skills.
- Excellent verbal and written communication, report writing skills.
- Knowledge of financial and accounting software.
- Proficient in use of Microsoft Office Suite or related software.

KEY COMPETENCIES & ATTITUDES

- Must be a leader, team player, accountable, mature, honest, dependable, able to problem solve, think critically, flexible, organized, confidential, professional and have a strong work ethic.

Salary is negotiable based on qualifications and experience. Interested persons can send their applications along with two professional letters of reference (preferably one from a most recent employer) with a copy of a police record/receipt to:

vacancy@roesons.com No later than August 7, 2024
Place in subject: **Business Support Administrative Assistant**
Only shortlist candidates will be contacted for an interview.