



## JOB DESCRIPTION FOR ASSISTANT ADMINISTRATION OFFICER

Title:	Assistant Administration Officer
School/Division:	School of Tourism and Hospitality Management
Category:	Administration
Reports to:	Head of Hospitality and Tourism Department and Head of School of Tourism and Hospitality Management
Location/Campus:	SINU, Kukum Campus

### 1. SUMMARY OF DUTIES

The Assistant Administration Officer will provide administrative and operational support to the School of Tourism and Hospitality Management. The role involves coordinating daily office activities, managing records, assisting with student and staff inquiries, and supporting the delivery of academic and operational objectives.

### 2. MAIN DUTIES AND RESPONSIBILITIES

#### 2.1. Key Responsibilities

- Provide general administrative support to the School of Tourism and Hospitality Management.
- Manage student records, files, and correspondence efficiently.
- Assist in scheduling meetings, preparing agendas, and taking minutes.
- Support academic and administrative staff with day-to-day operational tasks.
- Handle inquiries from students, staff, and external stakeholders professionally.
- Assist in organizing school events, workshops, and meetings.
- Maintain office supplies and ensure the smooth operation of office equipment.

#### 2.2. Communication

- Act as a point of contact for internal and external communications.
- Respond to inquiries via phone, email, or in person in a professional manner.
- Facilitate communication between departments and management.



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### **2.3. Documentation and Reporting:**

- Assist in the preparation of reports, presentations, and other documents as required.
- Record and maintain minutes of meetings and distribute them to relevant stakeholders.

### **2.4. Office Management**

- Monitor office supplies and equipment, and reorder as necessary.
- Support the onboarding process for new employees by preparing necessary documentation and orientation materials.
- Participate in the planning and execution of company events and workshops.

### **2.5. Financial Support**

- Assist with budget tracking and expense reporting.
- Maintain accurate records of office expenditures and invoices.

### **2.6. Compliance and Confidentiality**

- Ensure adherence to organizational policies and procedures.
- Maintain confidentiality of sensitive information.

## **3. QUALIFICATIONS REQUIRED**

### **3.1. Educational Background**

- A Diploma in Business Administration, Office Management, or a related field.

### **3.2. Professional Experience**

- Previous experience in an administrative role is an advantage.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and other relevant software.
- Excellent organizational skills with a strong attention to detail.
- Strong verbal and written communication skills.
- Ability to multitask and work well under pressure.
- A proactive attitude and the ability to work both independently and as part of a team.

## **4. DESIRABLE ATTRIBUTES**

- Experience in academic administration or similar roles.
- Knowledge of university systems and processes.



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### **TERMS AND CONDITIONS**

The position is for five (5) years under an employment contract. Remunerations and benefits will be according to the SINU Salary level for the Assistant Officer under and General Support Stream. The contract is renewable subject to good performance.