

ADMIN COORDINATOR (CEB OPERATION)

The Admin Coordinator CEB Operation serving as a key link in the coordination and execution of administrative tasks essential to our daily functioning.



Candidates Profile

- G.C.E. Advance Level completed.
- Minimum of 1 year experience in Admin assistant role.
- Should have strong administrative skills, impeccable time management, and the ability to work in a fast-paced environment.
- Strong interpersonal and communication skills, fostering effective collaboration and communication within the administrative team and across departments.
- The ideal candidate should have Valid Driving License and Bike.

Responsibilities for Manager Administration (CEB Operation)

- Provide coordination for administrative tasks related to CEB Operations.
- Efficiently manage schedules, appointments, and meetings for CEB teams.
- Maintain reports, correspondence, and operational documentation.
- Provide administrative support to Company and CEB teams, fostering a positive and efficient work environment.

Send us your referrals to - careers@hayleysfentons.com indicating " RAP " and your name along with your employee number, position applied for on the subject line of the email