

NATURE SEYCHELLES

Post Title: Administration Officer
Supervisor: Director
Salary: SR12,000.00 ./month

Essential Functions

The post holder is to assist in administrative management of the functions and processes of the Nature Seychelles. S/he will work closely with the Director and the Reserve Coordinator to provide necessary operational, administrative and logistical support to Nature Seychelles as an organization and to the individual projects of the association including back-up for the technical coordinators and managers.

Duties

- Act as point of contact for Nature Seychelles, including visitors, phone calls
- Assist in dealing with personnel matters in a timely manner such as contracts, GOPs, termination, as well as leave, overseas trips and local travel
- Assist in undertaking dispatch, banking, purchasing, payments & related duties
- Maintain and manage office documentation requirements such as insurance, contracts and ensure regular monitoring for renewal
- Undertake inventory, other record taking and maintenance of files and documents regularly and in a timely manner.
- Ensure that stock of office and other supplies are maintained and kept up to date
- Ensure maintenance schedule of office machines, cars and other equipment is up to date
- Ensure that cleaning/upkeep of the 2 Centers (Mahe and Praslin) and grounds is being done by contractors
- Assist as relevant with logistical and administrative arrangements for overseas volunteers, and students as well as personnel from out-stations
- Assist with arrangements for training, meetings, workshops, field trips, and educational activities as necessary.
- Ensure that regular staff meetings with the CEO including Office and Cousin staff are planned, undertaken and scheduled
- Assist Director to plan for and run Board meetings

Undertake any other relevant tasks as required.

Qualifications

Not less than 5 years in a similar position. Diploma(s) in organizational/institutional development or in a business/project management field is necessary. Good working knowledge of word processing and spreadsheet programs is necessary. Fluency in English is expected. Post holder should have a driving license.

Other skills

The post holder is expected to have good communicative and organizational skills as well as ability to write minutes in timely manner. The capability to work under pressure, handle and prioritize different tasks and meet deadlines are critical. S/he must be self-disciplined and have the proficiency and willingness to facilitate team spirit and collaboration. Honesty in matters to do with finance, asset management and professional relations is very much valued and will be monitored.