

**VACANCY ANNOUNCEMENT**

**ADMINISTRATIVE ASSISTANT**

Newborn Essential Technologies and Solutions (NEST360) is a global consortium committed to ensuring that every hospital in Africa can deliver life-saving care for small and sick newborns. NEST360° aims to reduce 50% of newborn deaths in hospitals by developing and distributing a bundle of high-quality technologies and services for newborns.

**PRIMARY RESPONSIBILITIES**

* Providing general support to local and foreign visitors and book travel arrangements and accommodation
* Answering and directing phone calls
* Maintain contact lists and act as a contact for internal and external clients
* Update and maintain office policies and procedures
* Managing inventory of assets and supplies, sourcing for suppliers (vendors), research new deals and suppliers, submitting invoices
* Scheduling and coordinating appointments, meetings and presentations, interviews, events and other similar activities
* Plan meetings and take detailed minutes as well as managing documents and files
* Write and distribute email, correspondence memos, letters and forms
* Provide cover for other day to day accounting functions. This would include processing cheque and bank transfer requests, processing bills.
* Assist in the preparation of regularly scheduled reports
* Operating a range of office machines such as photocopiers and computers
* Liaise with finance manager and administrative officer to handle requests and queries from senior managers
* Assisting in various daily operations

**EDUCATION REQUIREMENTS**

* Proven experience as an Administrative Assistant, or Office Admin Assistant
* Should possess basic accounting skills
* Knowledge of office management systems and procedures
* Working knowledge of office equipment, like printers and scanning machines
* Proficiency in MS Office (MS Excel and MS PowerPoint, in particular)
* Excellent time management skills and the ability to prioritize work
* Attention to detail and problem solving skills
* Excellent written and verbal communication skills
* Strong organizational skills with the ability to multi-task
* Diploma in business administration or related field with at least 2 years’ experience

Suitably qualified candidates should forward their applications together with copies of relevant certificates, detailed CVs and names of three traceable referees to:

The Registrar

College of Medicine

Private Bag 360

Chichiri

Blantyre 3

**or**

email: [hr@medcol.mw](mailto:hr@medcol.mw)

Indicate the following in the email subject line: **Administrative Assistant - NEST**

Applications should be submitted before the end of business day on **20th November, 2020**.

Only short-listed applicants will be acknowledged.