



## **Esellafrica**

[www.esellafrica.com](http://www.esellafrica.com)

Pademba Road

Freetown.

### Job Vacancy for Office Administrator

www.esellafrica.com known as Esellafrica is online and classified advertising, directory and community site that cater for individuals, local and international businesses. Our expertise is showcasing individuals, local and International business to all. ESellAfrica provides a platform for people to find and advertise their products both locally and otherwise, this ranges from household items, clothing, cars, car parts, services, jobs adverts, anything you want the public to see.

#### **OUR MISSION**

Our mission is to provide a platform that contributes to digital economy in Sierra Leone and West Africa

#### **OUR AIM**

Esellafrica's aim is to create an advertising, trading village between West Africa Countries and also to give individuals, local and international businesses the platform to advertise across borders.

We are looking for an Office Administrator who will organize and coordinate office administration and procedures, in order to ensure organizational effectiveness, efficiency and safety. The Office Administrator is responsible for developing intra-office communication protocols, streamlining administrative procedures, inventory control, office staff supervision and task delegation.

An energetic person who doesn't mind wearing multiple hats. Experienced in handling a range of administrative, marketing and advertising support related tasks and able to work independently with little or no supervision. Well organized, flexible and enjoy the administrative challenges of supporting an office and dealing with a variety of clients.

## **Responsibilities:**

- Plan advertising and promotional campaigns such as contracts, marketing plans,
- Meet with clients to provide marketing and technical advice
- Chasing leads and follow up on opportunities to generate customers.
- Visiting customers and potential customers alongside sales executives.
- Weekly report on performance and target met.
- Manage all online activity in relation to traffic acquisition, testing and approving adverts.
- Responsible for all online activities
- Answers questions from clients about product and service benefits
- Maintains excellent relationships with clients through superior customer service
- Tracks advert data and work to meet quotas or set goals.
- Implements and adheres to company policies and procedures.
- Attending social events, conducting radio and Television interviews.
- The face of Esellafrica.
- Point person for maintenance, mailing, coordinating supplies, equipment, bills and errands.
- Organize and schedule meetings and appointments with clients and do follow ups.
- Organize office operations and procedures.
- Manage relationships with vendors, service providers and landlords, ensuring that all items are invoiced and paid on time.
- Manage clients adverts and ensure all adverts are paid for, checked before going live.

- Manage contract and price negotiations with office vendors, service providers, office lease and businesses both public and private.
- Provide general support to clients
- Responsible for managing office services by ensuring office operations and procedures are organized, correspondences are controlled, filing systems are designed, supply requisitions are reviewed and approved and that clerical functions are properly assigned and monitored
- Responsible for developing and implementing office policies by setting up procedures and standards to guide the operation of the office
- Ensure that results are measured against standards, while making necessary changes along the way
- Determine current trends and provide a review to management to act on
- Remain updated on technical and professional knowledge by attending educational workshops, joining professional associations, building and networking with fellow professionals.
- Participate actively in the planning and execution of company events
- Responsible for developing standards and promoting activities that enhance operational procedures.
- Coordinate schedules, appointments and bookings.
- Handle customer inquiries and complaints.
- Maintain a safe and secure working environment.

### **Requirements:**

- Proven office management, administrative or assistant experience
- Knowledge of office management responsibilities, systems and procedures
- Excellent time management skills and ability to multitask and prioritise work
- Attention to detail and problem-solving skills
- Excellent written and verbal communication skills

- Strong organizational and planning skills
- Proficient in Computer Literacy
- Knowledge of advertising.

### **Skills**

- Reliability
- Adaptability
- Communication, negotiation and relationship-building skills
- Organisational skills
- IT skills
- Problem solving skills
- Initiative
- Leadership and the ability to 'make things happen'
- Attention to detail
- A passion to deliver excellent customer service.

### **Job Type**

Full time with some flexible hours

### **Language**

English and krio

E-mail applications to [job@jobsearchsl.com](mailto:job@jobsearchsl.com). Closing date for application will be on **March 8 2021 at 11:55pm.**