

VACANCY ANNOUNCEMENT

The Executives of the National Catholic Television Project and Implementation Committee has a vacancy for Administrative Officer at its Secretariat.

Job Summary

To provide excellent office support and smooth-running of the secretariat of Lumen Christi Catholic Media Ltd.

Duties & Responsibilities

1. Provide administration support to the National Catholic Television Project and the Implementation Committee
2. Answer incoming calls; taking messages, and re-directing calls as required
3. Deal with email enquiries
4. Take minutes
5. Diary management and arranging appointments, booking meeting rooms and conference facilities
6. Data entry (sales figures, property listings)
7. General office management such as ordering stationery
8. Organise travel and accommodation for staff and customers
9. Arrange both internal and external events in consultation with the Public Relation Officer
10. Manage the Company social media accounts and direct issues to the appropriate quarters (with the Public Relation Officer)
11. Provide administration support to Sales Reps, Property Managers, and Management team
12. Perform any other duties assigned from time to time

Skills and Specifications

- a. Good communication and interpersonal skills
- b. Ability to work in a fast-paced environment.
- c. Absolute discretion in handling confidential information/data
- d. Bilingual skills (French) would be an advantage
- e. Basic Booking knowledge

Education and Qualification

First Degree in Management, Administration, Public Relations + two (2) years relevant work experience. **Must be a practicing Catholic with not more than 40 years of age.**

Salary and Benefits: Competitive

Mode of Application

Interested candidates should forward their application to reach the email address by Friday 30th July 2021

Email: info@lumenchristitvghana.org

Please note that only shortlisted candidates will be contacted.