

## Administration Manager at Amazon Fronts

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### Job Description

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Amazon Fronts HR consulting services align talent with organizational objectives. Our Workforce Development solutions and training and development services help increase employee engagement, improve performance, and reduce turnover. Our outplacement programs and workforce transition services help employees move on to new positions that match their individual goals and experience. Amazon Fronts will partner with your company to develop customized programs that are responsive, insightful, relevant, and timely.

### JOB SUMMARY

The job holder will be responsible for overseeing all support and clerical work within the company. The job holder will work closely with the management and support staff to assess and improve administrative processes and enhance efficiency in the organization.

### ROLES AND RESPONSIBILITIES

Plan and coordinate administrative procedures and systems and devise ways to streamline processes

Recruit and train personnel and allocate responsibilities and office space

Assess staff performance and provide coaching and guidance to ensure maximum efficiency

Ensure the smooth and adequate flow of information within the company to facilitate other business operations

Manage schedules and deadlines

Monitor inventory of office supplies and the purchasing of new material with attention to budgetary constraints

Monitor costs and expenses to assist in budget preparation

Organize and supervise other office activities (recycling, renovations, event planning, etc.)

Ensure operations adhere to policies and regulations

Keep abreast with all organizational changes and business developments

Oversees daily activities

Coordinate with Senior Management to ensure alignment with the company's mission, vision, core values, and company objectives

### **MINIMUM REQUIREMENTS**

Bachelor's degree in Business Administration, Management, or a related field

Minimum of 5 years of experience in administrative management or its equivalent

Proficiency with computers, especially MS Office

Able to effectively interact with different types of people

Excellent planning, organizational, and project management skills

### **KEY SKILLS AND COMPETENCIES**

Basic knowledge of the tendering process

**Basic Accounting knowledge is an added advantage**

Excellent Customer care and Administrative skills

**Must be very mature and proactive**

Excellent communication skills, both verbal and written

Must portray Strong leadership skills

**Cross References and Citations:**

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