

# Office Administrator

Sierra Leone, Freetown



## Requirements in a nutshell

<b>Education</b>	BA Degree in any field
<b>Must-have</b>	2 years of relevant experience including field work and excellent communication skills. Knowledge of office management procedures and basic accounting principles
<b>Languages</b>	English and Krio
<b>Location</b>	Sierra Leone, Freetown

*This vacancy is reserved for Sierra Leone nationals.*

## Summary

The Office Administrator will ensure the smooth running of the office and provide administrative support to the data team and finance team during research projects.

## About Laterite

**Laterite is a data, research, and analytics firm specializing in complex development challenges.** We work with universities, global think tanks, international NGOs, multilateral donor organizations, and government ministries and agencies. Our clients include, for example, the World Bank, USAID, TechnoServe, Promundo, the Mastercard Foundation, and several UN agencies.

**We currently have offices in the Netherlands, Rwanda, Ethiopia, Kenya, Uganda, Tanzania, Sierra Leone, and Peru.** The team brings together more than 90 full-time local and international staff, as well as 1,000+ enumerators across all countries. We are proud to be a culturally diverse organization, and we welcome applications from groups currently underrepresented in our team. Learn more: [www.laterite.com](http://www.laterite.com)

**We work in socio-economic development research projects.** We believe that impact is a long-term endeavour that requires being embedded in the local context. Delivering high-quality research requires building local teams and data collection systems, knowing the country, and establishing close working relationships.

**One of Laterite's key strategic goals is to create a collaborative and rewarding working environment for our staff,** where every team member feels engaged, represented, and heard. Laterite is committed to creating opportunities for learning and career development within the team and across our offices.

**Laterite is committed to creating a diverse environment and is proud to be an equal opportunities employer.** All qualified applicants will receive consideration for employment without regard to race, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

### **What you will do:**

The Office Administrator will ensure the smooth running of the office and will provide administrative support to the data team and finance team during projects by managing the enumerators' database, establishing systems and processes for a more efficient filing and archiving process, and managing assets allocation to various projects. Key responsibilities include:

- Research field team processes:
  - Establish and implement a tracking system for all service providers' contracts and keep it updated.
  - Establish and implement an assets management system for the field assets and keep it updated.
  - Establish an archive system for tracking and storing consent forms and project-related official documents and effectively implement it
  - Manage the field team database and keep it updated
  - Provide administrative support to the data team throughout data collection projects including but not limited to contacting the field team and printing various training and field materials.
- Finance processes:
  - Assist in organizing and keeping track of company expenses and receipts
  - Manage the Projects 'field expenses
  - Assist in banking, posting letters, and helping with logistics for training, workshops, and meetings (booking rooms, catering, hiring furniture, organizing transport, etc.)
  - Keep track and regularly update the Company's Assets register
  - Manage the office archives
- Office maintenance:
  - Ensure that the office has the necessary stationery for administration and projects
  - Track stocks of office supplies and organize purchases as necessary
  - Organize purchases before the office runs out
  - Keep an inventory of office stationery and make purchases for the month ahead
  - Provide the necessary tools for Office cleaning and supervise both the Office Cleaner and Gardener
  - Manage office utilities (electricity, water, etc.)

### **What you will bring:**

We are looking for a colleague with experience in office management and providing administrative support during data collection projects. Our future colleague has:

- Bachelor's degree in any field
- At least 2 years of experience in a similar role
- Data collection (Field work) experience
- Excellent written and spoken communication skills in English and oral communication skills in Krio
- Excellent organizational and leadership skills
- Knowledge of office management procedures and basic accounting principles
- Proficiency in MS Office and Google Workspace

### **What's in it for you?**

Laterite offers a competitive remuneration package, including medical insurance and 21 days of annual leave. We are also committed to supporting our staff's learning, providing an annual learning budget of up to \$1,000 per person and 10 days of time off for professional learning each year. We also provide remote work options in accordance with Laterite's remote work policy.

The starting salary for this role SLE 12,813.50 gross per month. The exact salary grade will be determined based on the selected candidate's experience and performance in interviews.

### **What next?**

#### **1. Application**

Qualified candidates should submit their applications by uploading their CVs and cover letter through our online application system:

<https://apply.workable.com/laterite/j/DBE2895103/apply/>

#### **2. Interviews**

Candidates who meet the minimum requirements for the job will then be invited to a first interview. The interview stage will consist of two rounds of interviews.

**Deadline:** Interested candidates must apply by October 6, 2024.