

# Roles and Responsibilities of Admin Officer

Job Title:

Administrative Officer

Job Purpose:

To provide administrative support to the Executive Office of the Road Traffic Authority, ensuring smooth daily operations, compliance with regulatory requirements, and effective coordination of office activities.

Roles and Responsibilities:

## 1. General Administrative Duties

- Manage and oversee all day-to-day administrative activities within the Executive Office.
- Maintain organized filing systems, ensuring proper storage and retrieval of documents, including confidential files.
- Answer and direct calls, emails, and correspondence, ensuring timely responses.
- Prepare meeting agendas, record minutes, and ensure follow-up actions are tracked and completed.
- Oversee the scheduling of appointments, meetings, and travel arrangements for executives.

## 2. Office Management

- Monitor and manage office supplies and resources, ensuring optimal availability.
- Liaise with vendors, service providers, and other stakeholders to maintain office functionality.
- Ensure compliance with health and safety regulations within the office environment.

### 3. Communication and Coordination

- Serve as the primary point of contact between the Executive Office and internal/external stakeholders.
- Coordinate and communicate effectively with other departments to ensure smooth workflow.
- Assist in drafting official letters, reports, and presentations for the Executive Office.

### 4. Financial Administration

- Manage petty cash and other office financial transactions, ensuring proper documentation and accountability.
- Assist in preparing budgets, financial reports, and procurement requests.
- Ensure adherence to financial policies and procedures during procurement and other spending activities.

### 5. Compliance and Record-Keeping

- Maintain up-to-date records of licenses, permits, and other regulatory documents required by the Road Traffic Authority.
- Assist in preparing compliance reports for audits and inspections.
- Track deadlines for renewals, submissions, or updates of key documents.

### 6. Support to Senior Management

- Provide administrative support to executives, including preparing confidential documents and reports.
- Assist in the execution of special projects and initiatives undertaken by the Executive Office.
- Ensure the seamless execution of events, meetings, and conferences organized by the Executive Office.

### 7. Human Resources Support

- Assist with onboarding and orientation for new staff members.
- Maintain employee records and ensure compliance with organizational policies.
- Support in organizing training, workshops, and team-building activities for staff.

## 8. Reporting and Documentation

- Prepare periodic reports on office activities and submit them to senior management.
- Maintain detailed logs of key operational activities and decisions for record-keeping and transparency.

## Key Competencies and Skills:

- Strong organizational and multitasking abilities.
- Excellent written and verbal communication skills.
- Proficiency in office management tools (e.g., Microsoft Office Suite, Google Workspace).
- Ability to maintain confidentiality and exercise discretion.
- Problem-solving and critical-thinking skills.
- Knowledge of compliance and regulatory requirements related to traffic and transport operations is a plus.

## Qualifications and Experience:

- Diploma or degree in Business Administration, Management, or related fields.
- Minimum of 2-3 years of experience in administrative roles.
- Experience working in government agencies or transport-related organizations is an advantage.