

<https://lingtonandbernie.com/job/admin-officer-2/>

Admin Officer

Description

The Admin Officer will manage administrative, finance, and customer support activities to ensure smooth business operations. They will coordinate vendor relationships, employee welfare, logistics, and customer interactions.

Responsibilities

- Handle office administration.
- Maintain vendor, supplier, and travel service contracts.
- Provide frontline support for user/customer queries.
- Track employee compliance, attendance, and welfare.
- Manage logistics for events, meetings, and activations.
- Draft internal communication notices, policies, and announcements.
- Support recruitment by scheduling interviews and maintaining candidate records.
- Track customer queries to identify recurring issues for escalation.
- Provide onboarding support for new employees (documentation, orientation).
- Maintain records of compliance certifications and regulatory filings.

Qualifications

- Minimum of an HND/B.Sc. degree in Business Administration, Public Administration, Human Resource Management, or related field.
- 3 – 5 years of experience in admin roles.
- Strong organizational and multitasking skills.
- Familiarity with startup environment is a plus.
- Experience with payroll, HR compliance, and vendor management.
- Good communication and interpersonal skills.
- Familiarity with ticketing/customer support systems is a plus.

Hiring organization

Lington & Bernie Consulting Limited

Employment Type

Full-time

Date posted

September 23, 2025

Valid through

31.10.2025