

The Sahara Centre Vacancy - The Sahara Centre Administrator

Job Description

We are looking for an excellent administrator with digital skills.

Do you pay close attention to detail? Do you have experience managing a workspace? Do you have excellent journaling and scheduling skills? Do you have a background in sales? Are you passionate about the creative and tourism sectors and are you keen to contribute to a better Nigerian society? If so, there may be a possible role for you at The Sahara Centre.

About The Sahara Centre

The Sahara Centre is a not-for-profit based in Lagos, focused on research and advocacy for the creative and tourism industries in Nigeria. The creative and tourism sectors are an important element in sustainable development as they contribute to expanding people's horizons and worldview, thereby enhancing quality of life. This socio-cultural dimension of sustainable development is key to the development agenda for Nigeria.

Responsibilities

- Day-to-day management of the INDIGO workspace
- Be the key points person for our programmes
- Organizing and managing meeting schedules and calendars
- Receiving and processing communication, including email, phone, and physical mail
- Attend meetings and record notes and messages for the centre manager and board
- Manage office supplies stock and place orders as needed
- Ensure functionality of necessary office equipment, requisitioning new equipment and supplies as needed
- Liaises with vendors based on maintenance schedule

Requirements

- Minimum of Bsc in any related field
- Msc in any related field will be an added advantage
- Experienced administrator with digital skills and sales background
- Excellent use of Microsoft Word, Excel and PowerPoint
- Excellent written and spoken communication skills
- Experience with Asana, Zoom and Google Calendar will be useful

How to apply

Kindly send your CV with a cover letter to culture@saharacentre.org. Application opens until 31 January, 2022 and the position will be filled when a suitable candidate is found.

This is a paid, full-time position open to candidates based in Lagos and able to start work immediately.