

Poste proposé : Administrative Support - Douala

We are seeking a dynamic **Administrative Support** to ensure the effective supervision of administrative operations within the company by managing resources, equipment, and staff efficiently, while maintaining compliance and ensuring smooth daily operations.

Job Responsibilities

1. Administrative Resources Management

- Manage the allocation and distribution of administrative supplies to ensure availability and optimal use of resources.
- Monitor stock levels and plan procurement according to operational needs.

2. Asset and Inventory Management

- Oversee the registration and updating of administrative asset records.
- Conduct regular inventory checks to ensure data accuracy and maintain safe stock levels.

3. Administrative Workflow Organization

- Coordinate daily departmental operations, assign tasks, and schedule staff to maintain an orderly workflow.
- Ensure all activities comply with internal procedures and company standards.

4. Safety and Emergency Planning

- Develop and implement emergency response plans to ensure employee safety and protect the company's reputation.

Profil recherché pour le poste : Administrative Support - Douala

Qualifications and Experience

- **Education:** Min Bachelor's degree in Administration, Management, or any related field.
- **Experience:** Min of **5 years' proven experience** in administrative management within a company of over **50 employees**, preferably in the **hospitality, catering, or service industry**.

Technical and Behavioral Skills

- Strong understanding of **administrative management principles**.
- Excellent **cross-departmental communication** and teamwork abilities.
- Proficiency in **Microsoft Office tools** (Word, Excel, PowerPoint).
- Professional appearance with strong emotional management and stress-handling skills.
- Service-oriented mindset and strong sense of initiative.