

ZCCM-IH PLC
JOB DESCRIPTION

IDENTIFICATION SECTION

JOB TITLE : **Office Manager**
JOB GRADE : **ZH 5**
DIRECTORATE : **Legal**
LOCATION : **Kitwe**

JOB PURPOSE

To provide administrative and secretarial services support to the

KEY ROLE OBJECTIVES/TARGETS

S/N	KEY ROLE OBJECTIVE	PERFORMANCE INDICATOR
1.	Hospitality	Receives visitors and attends to all protocol arrangements to project a good image of the organization.
2.	Correspondence	Drafts and types correspondence and documents, ensuring accuracy, correct spelling, good layout, correct format and neatness, and dispatching same by post, fax and e-mail.
3.	Record Keeping	Files documents as per agreed systems and procedures to facilitate good record keeping.
4.	Travel Arrangements	Makes travel and accommodation arrangements with airlines/travel agents and hotels/ lodges, and other arrangements for members of staff on business trips.
5	Manage diary	Maintains the diary for planning and scheduling of appointments and meetings in consultation with the superior to avoid clash of programmes and offering appropriate support services.
6	Timely production of neat and accurate documents	Drafts and types various correspondence, reports, returns and other documents as instructed, ensuring accuracy, correct spelling, good layout, correct format and neatness. Liaises with Print man/Office Assistant for document reproduction.
7	Good record keeping	Receives mail from the Office Assistant and processes it for the attention of the respective office or officer. Dispatches mail through the Office Assistant or Driver making use of approved courier in case of urgent mail as necessary. Maintains record of incoming and outgoing mail as required.
8	Good resource management	Draws stationery and other office supplies from stores for use in the office/area of work. Draws, administers and account for /retires as required petty cash for use by the department.

		Maintains computer, printer and other office equipment and furniture under charge clean at all times and liaises with the I.T Officer for servicing and repair of office equipment to maintain them in good serviceable condition.
9	Budget Controls	Ensures necessary budget lines are captured in the preparation of Purchase Requisitions and payments. Liaises with Accounts Department as necessary. Utilisation of e-payment system as necessary. Manage Petty Cash, prepare Purchase Requisitions Forms for all purchases, receive invoices and prepare Control Sheets for payment processing.
10	General Office Administration	Play General Administration roles as required by the Directorate.

CORE COMPETENCES

- Analytical Skills
- integrity
- Time Management
- Teamwork
- Personal Development

REPORTING RELATIONSHIPS

a) Reports to:

Deputy General Counsel

b) Number and level of immediate subordinates:

N/A

ESSENTIAL/DESIRABLE QUALIFICATIONS/EXPERIENCE

a) Professional Qualifications

Grade 12

Diploma in Secretarial Studies

b) Minimum Relevant Pre-Job experience

2 Year experience
