

Main Duties and Responsibilities- Project Office Assistant

- Will support the office secretary for screening and directing telephone calls when required
- Receives, greets, and directs visitors, facilitates hospitality for official meetings
- Receives and prepares for sending the office mail (postage & courier), faxes etc.
- Files and logs correspondence, including incoming and outgoing communications as instructed by senior staff members. Ensure files and records are maintained in good order while maintaining their confidentiality
- Photocopies or scans materials upon request
- Assist and provide administrative and logistics support to the office
- Assists in receiving and safekeeping of office supplies. Archiving documents/folders in consultation with the relevant officer.
- Maintains contact lists of phone and postal mail addresses of government units, organizations, and institutions
- Provide support and assistance to project-related activities
- Perform any other duties and responsibilities as assigned by the Project Director/Deputy Project Director and other senior staff