

ADMIN ASSISTANT JOB DESCRIPTION

Location: On-site

Type: Full Time

Job Description:

Primacy Academy is seeking a highly organized and detail-oriented Administrative Assistant to join our dynamic team. The ideal candidate will provide essential support to ensure the smooth and efficient operation of our administrative functions. This role requires excellent communication skills, the ability to multitask, and a proactive approach to problem-solving.

Key Responsibilities:

- **Communication:**
 - Serve as the first point of contact for inquiries, directing calls and messages to the appropriate staff members.
 - Handle incoming and outgoing correspondence, including emails, letters, and packages.
- **Scheduling and Coordination:**
 - Assist in scheduling meetings, appointments, and events, coordinating logistics as needed.
 - Maintain and update school calendars, ensuring all stakeholders are informed of key dates and activities.
- **Record Keeping:**
 - Maintain accurate and up-to-date records, files, and documentation, ensuring confidentiality and security of information.
 - Assist in the preparation and distribution of reports, presentations, and other documents.
- **Support for Staff and Students:**
 - Provide administrative support to faculty and staff, assisting with various tasks and projects.

- Help coordinate school events, activities, and programs, ensuring smooth execution and participation.

Qualifications:

- University degree in Business Administration, Secretarial Studies, or related area of study
- Proven experience as an administrative assistant or in a related role.
- Proficiency in MS Office (Word, Excel, PowerPoint) and familiarity with office management software.
- Strong organizational and time-management skills.
- Excellent verbal and written communication abilities.
- Ability to work independently and as part of a team.
- High level of professionalism and discretion in handling confidential information.

How to Apply:

Interested candidates are invited to submit their CVs, a cover letter detailing their relevant experience to fa@primacy.ac.ug with the subject line "Admin Assistant" by **10th June 2024, 5:00PM**