

## Administration Coordinator.

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Company: Living Goods

Location: Kampala

Category: other-general

**Role:** Administration Coordinator.

**Reporting to:** Procurement and Logistics Manager.

**Location:** Kampala - Uganda.

### About Us

Our Strategy for delivering high-quality, cost-effective community health through and with digitally empowered, equipped, supplied, supervised, and compensated CHWs requires that we continuously re-invent the way we work. Innovating incessantly and with swift responsiveness to global trends is a critical success factor for building a thriving and sustainable LG of today and tomorrow.

Over the last four years, Living Goods has become a more complex organization with multiple implementation modes, exciting opportunities in new countries, and new partnerships in existing countries. Furthermore, while we have delivered some strong work in technology over the last couple of years, we now need to go the extra mile beyond technology and ensure a much greater emphasis on government partnerships in the broader digital health space. We can only do this by building a great place to work where our teams thrive, grow, and deliver extraordinary results.

### Purpose of role:

The office administration coordinator's role is to support the efficient operation of the Living Goods office (Support office and branches) and facilitate effective communication

and coordination among staff members and external stakeholders.

### **Key Responsibilities:**

**Manage Office Operations:** Oversee day-to-day activities, ensuring the smooth functioning of office equipment, and maintaining a tidy and organized workspace (at the support office and the branches).

**Provide Administrative Support:** Provide administrative assistance to both support and branches of various departments or personnel, including drafting correspondence, scheduling appointments, and managing calendars.

**Record-Keeping and Documentation:** Support the Finance and Administration team in maintaining accurate records, filing systems, and databases as appropriate. This may involve organizing documents, managing electronic files, and ensuring compliance with data protection regulations.

**Communication and Correspondence:** Handle incoming and outgoing communications such as emails, phone calls, and letters as appropriate. This includes responding to inquiries by office visitors or through emails, directing office visitors and messages to the appropriate individuals, and facilitating effective communication within the office, supervising couriers of LG packages and mail with proof of receipt from recipients.

**Procurement Management:** Supports the procurement and managing of office supplies, equipment, and inventory. This involves monitoring stock levels, placing orders, and ensuring timely delivery of essential items.

**Facilities Management:** Support the coordination of facilities maintenance, repairs, and improvements. This may include liaising with external vendors or service providers to address maintenance issues and ensure a safe and functional work environment.

**Financial Administration:** Administration budget management, expense tracking, and invoicing. This may also involve processing payments, reconciling accounts, and preparing financial reports as required.

**Event Coordination :** Support with the planning and execution of company events, meetings, and conferences. This may involve arranging venues, coordinating catering

services, and preparing necessary materials or presentations.

## **Qualifications & Experience Required**

### **Qualifications:**

Bachelor's degree with 4 to 6 years relevant working experience.

### **Experience:**

Interpersonal skills.

Strong communication skills with suppliers and internal customers.

Ability to drive strong relationships with suppliers.

Bilingual in French is a plus.

**Living Goods is an equal-opportunity employer and will consider every qualified applicant for employment. Living Goods does not discriminate based on race, ethnicity, national origin, ancestry, religion, gender, sexual orientation, or disability.**

**Our current job openings are displayed on our website, where you can search for open positions and apply directly. Living Goods does not offer any positions without an interview and never asks candidates for money. If you are asked for money, we strongly recommend that you do not respond and do not send money or personal information.**

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