



# Urugo-Women's Opportunity Center

## **JOB TITLE: ADMINISTRATIVE ASSISTANT**

**Vacancy Announcement: Kayonza, March April 1, 2025**

Urugo Women's Opportunity Center (WOC) is recruiting for the position of EXECUTIVE ASSISTANT (EA). This position is open to All Interested Candidates/All Sources and is available to start immediately.

Full-time Administrative Assistant primarily provides administrative, operational, and support services to the ED office. WOC- Executive Assistant, S/He is responsible for keeping the ED office operational, maintaining the filing system, receiving and sending information and couriers on behalf of ED, and overseeing public relations and logistics of the office. The EA provides other support services to the organization related to administration, human resources, and other duties assigned by the ED.

**Specific duties include but are not limited to:**

## **DUTIES AND RESPONSIBILITIES**

### **Front Office Management:**

- Operate the office Reception and telephone switchboard; manage phone calls and messages to ensure that information flows efficiently and effectively.
- Ensure that the front office is tidy and maintain a welcoming environment for the reception area.
- Screen visitors and assist them with general inquiries while directing them to the appropriate officers for specific inquiries.
- Maintain all outgoing and incoming mail, including express courier services. Ensure the timely delivery of mail to appropriate officers.
- Maintain the staff telephone extension list in an accurate and up-to-date manner.
- Maintaining ED schedule, appointment, and WOC visitors; Editing ED communication and ensuring the WOC information with partners are accurate and timely derived
- Development and execution of work ED weekly plans, tasks agreed departments and partners;
- Preparing internal reports, memos, invoice letters, and other documents;
- Handling basic bookkeeping tasks;
- Establish and maintain an effective system of communication with WOC partners and beneficiaries;
- Publish newsletters, focus notes, and technical papers produced by WOC; and
- Ensure accuracy in filing and recording of information
- Maintaining ED schedule, appointment, and WOC visitors;



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- Editing ED communication and ensuring the WOC information with partners are accurate and timely derived
- Development and execution of work ED weekly plans, tasks agreed departments and partners;
- Preparing internal reports, memos, invoice letters, and other documents;
- Handling basic bookkeeping tasks;
- Establish and maintain an effective system of communication with WOC partners beneficiaries;
- Publish newsletters, focus notes, and technical papers produced by WOC; and
- Ensure accuracy in filing and recording of information.
- The top priorities for the Administrative Assistant are:
- Be the administrative backbone for the ED Office
- Set up a fully functional office for WOC;
- Manage ED and staff travel agenda and logistics;
- Maintain official records and documents and ensure compliance with national regulations;
- Website content updates and management;
- Other assigned duties by the ED.

### Qualifications and Experience:

- Bachelor's degree in Public relations, Information Telecommunication Technology, Social sciences Business Administration, or similar field.
- Proven experience as an executive assistant or other relevant administrative support experience;
- Knowledge and practical experience in fundamental Public relations, HR, Finance, logistics, Accounting, etc;
- In-depth understanding of the entire MS Office suite;
- Excellent editing and professional-level verbal and written communication skills;
- Excellent organizational and project management skills;
- Relevant academic qualification (business administration, public administration, project management, communication, or related field);
- Understanding of NGOs context in Rwanda
- Must be able to meet deadlines in a fast-paced quickly changing environment;
- A proactive approach to initiative problem-solving with strong decision-making skills;
- Familiarity with navigating and updating website contents; and 3-4 years of relevant experience.

If you are interested in this position, please send your detailed e-mail application, High Academic Degree, CV, and cover letter in English **by April 8<sup>th</sup>, 2025**, to [Careers@urugowoc.com](mailto:Careers@urugowoc.com) Please include the position title in the subject line.



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ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED. URUGO WOMEN'S OPPORTUNITY CENTER (WOC) is an equal-opportunity employer, and women and girls are strongly encouraged to apply.