

Vacancy Announcement

POSITION: Admin & Data Assistant

LOCATION: Yekepa/Tokadeh – Nimba County

PRIMARY FUNCTION OF JOB

Provide general administrative and clerical support including mailing, scanning, reports and photocopying to management

MAJOR DUTIES OF JOB HOLDER:

Main Responsibilities:

- Provide general administrative and clerical support including mailing, scanning, and photocopying to management
- Maintain electronic and hard copy filing system
- Open, sort and distribute incoming correspondence
- Perform data entry and scan documents
- Manage calendar for assigned department
- Assist in resolving any administrative problems
- Prepare and modify documents including correspondence, reports, drafts, memos and emails
- Schedule and coordinate meetings, appointments, etc for department
- Maintain office supplies for department
- Ensure and enforce the proper use of P.P.E (safety goggles, coverall, safety shoes, helmets, hand gloves etc.)
- Confidentially handled Mine information and Clients (Sub Contractors) information.
- Adhere to all Safety regulations, Company rules and policies

Education Requirements for this position (Formal qualifications)

Essentials

- *High School Graduate*
- Ability to work with confidential documents
- Good communication skills, both written and oral
- Proficient Computer skill (MS Office Suite)
- *Must have a valid Liberian driver's license* Minimum 2 to 3 years experience within the Mining industry and or environment

To apply:

Please submit your letter of application along with your Curriculum Vitae as well as copies of your academic credentials to Liberia.jobs@arcelormittal.com.

All Envelops or Email subject should be marked with the position you are applying for.

Deadline for receipt of applications: March 22, 2018 at 5:00 p.m.

Please note the following:

- Only short-listed candidates will be contacted
FEMALE APPLICANTS ARE HIGHLY ENCOURAGED TO APPLY