Analytix

https://analytix.sa/job/administration-supervisor/

Administration Supervisor

Description

The Administration Supervisor is responsible for overseeing and coordinating the daily administrative operations of the office, ensuring the efficient and effective delivery of administrative support to the team. This role will supervise administrative staff, manage office supplies, maintain records, and handle internal communications. The Administration Supervisor will also ensure that office policies, procedures, and best practices are followed.

Responsibilities

- Supervise and lead the administrative team to ensure smooth and efficient office operations.
- Manage the scheduling and coordination of meetings, appointments, and travel arrangements for management and staff.
- Manage internal communication and correspondence, ensuring timely and accurate dissemination of information.
- Support the management team in preparing reports, presentations, and other administrative tasks.
- Handle confidential and sensitive information with discretion.

Qualifications

- Proven experience as an administrative supervisor or in a similar role
- Strong organizational and time management skills.
- Excellent communication and interpersonal skills.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and other office software.
- Ability to prioritize tasks and delegate responsibilities effectively.
- Ability to maintain a high level of professionalism and confidentiality.
- Male candidates preferred.

Hiring organization
Analytix Arabia Management Consultants

Employment Type
Full-time

Job Location
Riyadh, Saudi Arabia

Date posted
2025-02-06