



# WE ARE HIRING



The Botswana Public Officers' Medical Aid Scheme (BPOMAS) is the country's largest Medical Aid Scheme which provides its members with comprehensive medical aid cover and complementary value adding benefits. We are looking for highly driven and motivated professional to fill the following position:

## Administration Officer

Location: BPOMAS Office, Gaborone

### Purpose of Job:

The Administration Officer is responsible for managing the front office and providing administrative services in order to ensure effective and efficient administrative operations and to ensure excellent customer service is provided to BPOMAS stakeholders. The role reports to the Finance and Administration Manager.

### Key Responsibilities:

- Carry out administrative duties such as record keeping, filing, typing, copying, binding, scanning, printing, mail distribution, etc.
- Manage the general diary and calendar of BPOMAS including bookings for the Board/meeting rooms.
- Resolve administrative queries or enquiries.
- Provide support to the organization in terms of ensuring efficient use as well as maintenance of the Scheme's vehicle.
- Oversee and supervise the work of cleaning staff.
- Oversee and supervise Messenger/Driver services; ensure the submission of documents to respective authorities on behalf of the Scheme.
- Manage the reception desk.
- Coordinates office procedures including health and safety.
- Responsible for making travel arrangements for the Executive Office.
- Provide administrative support in the Scheme's procurement, in general, in line with the organisation's procurement guidelines.
- Purchase stationery, monitor and report usage.
- Assist with sourcing of quotations in line with requirements of the company and compliance with procurement guidelines.
- Provide oversight over the front desk and supervise the Receptionist ensuring that clients/ visitors are assisted.

- Assists with client queries and inquiries whenever possible.
- Assist with dissemination of information about the Scheme's membership services to walk in clients.
- Handle sensitive information in a confidential manner.
- Ensure that packages or messages are delivered in a timely efficient manner.
- Coordinate use of courier services where necessary.
- Provide support to all Departments in overseeing messenger services in general.
- Provide the line Manager with reports on administrative issues, and on client needs and interests.
- Manage and report on company vehicle fuel usage.

### Qualifications:

Bachelor's Degree in Administration / Office Management from a recognized reputable institution of higher learning.

### Experience:

Minimum 3 (three) years working experience in a business environment.

### Skills & Competencies

- Organisational Agility
- Planning, Organisation and Coordinating
- Results Orientation
- Customer Orientation
- Attention to Detail
- Problem Solving
- Computing Skills
- Inventory Control

Interested applicants should submit their applications (Cover Letter, Curriculum Vitae (CV), Qualifications and references) to [recruitment@bpomas.co.bw](mailto:recruitment@bpomas.co.bw)

A vacancy reference must be made when applying.

The closing date for all positions is **31<sup>st</sup> January 2025 at 1700hrs.** Only shortlisted candidates will be contacted.