

ADMIN OFFICER

Role Overview: Handles administrative tasks, supports day-to-day operations, and ensures the smooth functioning of the Alumni Association. Work with relevant partners to define project scope and objectives.

1. Responsible for providing administrative support to the organization (CUALA).
2. Office Maintenance - Organize company records, overseeing and maintaining inventory of office supplies.
3. Review of Applications received via Services and Secretariat email for Correctness (Transcripts, Letter, Certificate, Welfare, etc.), preparation of schedule and confirmation of payment for payment and submission to the processing office.
4. Application follow-up with Academic Affairs/Registry and applicant update.
5. Draft quarterly report for CUALA Secretariat.
6. Liaise with the executive secretary and staff to Plan, budget, and organize the yearly activities of the Alumni Association.
7. Customer Satisfaction - Handle requests, feedback, and queries.
8. Data entry and records maintenance of the customer relationship management (CRM) software.
9. Assist to oversee hiring and recruitment activities of the organization.
10. Communication and relationship maintenance with stake holders.
11. Managing office operations, including maintaining records, filing systems, and databases.
12. Assisting in budget preparation, expense tracking, and financial record-keeping.
13. Coordinating logistics for events, meetings, and other association activities.
14. Overseeing office supplies, equipment, and facilities maintenance
15. Assisting with communication efforts and handling inquiries from alumni or stakeholders

Benefits: Monthly Pay, Health Insurance, Pension, Career growth, etc.



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Building A Global Community of Leaders

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