BASICS INTERNATIONAL
BASICS (Brothers And Sisters In Christ Serving) is a registered NGO (Non Governmental Organization) in Ghana, West Africa.   BASICS International is: A global community based intervention program, promoting literacy, economic empowerment, health, wellness, and social inclusion. Providing BASIC tools for self sustainability

OUR IMPACT
Since 2000, BASICS International has impacted over 300,000 people through community outreach, provided educational sponsorships for students from Kindergarten to University, provided , short and long term shelter to at risk girls. BASICS has hosted over 1,000 volunteers, representing 21 countries, and over 500 internships to University students.

JD for Operations Administrator

Operations Administrator to support the daily operations of our company. The Operations Administrator's responsibilities may include answering the phone, keeping track of inventory, maintaining financial records, handling maintenance issues and providing administrative support as needed.

To be successful as an Operations Administrator you should be able to oversee and ensure smooth and efficient daily operations. Operations Administrator should be highly organized and thrive under pressure.

Operations Administrator Responsibilities:

● Organizing events
● Managing and updating company databases.
● Keeping track of inventory and ordering supplies.
● Supporting Human Resource management
● Maintaining financial, employee, and client records.
● Managing the maintenance of office and facility equipment.
● General administrative duties as assigned.
● Answering phones and responding to requests and inquiries.

Operations Administrator Requirements:

● Degree in business administration, facility management, or a related field preferred.
● 2+ years of experience as an Operations Administrator or in a similar position.
● Strong organizational and administrative skills.
● Excellent communication skills, both written and verbal.
● Proficiency in Microsoft Office and data management software.
● Detail-oriented with strong analytical and problem-solving skills.
● Ability to multitask.