



<https://savsign.org/job/administrative-assistant/>

Administrative Assistant

Purpose of the Role

The Administrative Assistant provides clerical and administrative support to ensure the smooth and efficient operation of the office. The role involves managing documentation, assisting with office coordination, supporting staff logistics, and maintaining organized administrative systems.

Key Responsibilities

1. Office Support

- Provide general administrative and clerical support to the office.
- Ensure the office environment is organized and properly maintained.
- Assist in managing office supplies and ensure timely replenishment.
- Support day-to-day office operations.

1. Documentation and Record Keeping

- Maintain filing systems for both electronic and physical documents.
- Assist in preparing letters, memos, reports, and other official documents.
- Receive, record, and distribute incoming and outgoing correspondence.
- Ensure proper documentation and safe storage of records.

1. Meeting and Event Coordination

- Assist in scheduling meetings and preparing meeting materials.
- Take meeting minutes when required and circulate them to relevant staff.
- Support the organization in organizing workshops, trainings, and official events.

1. Communication and Front Desk Duties

- Receive visitors and direct them to appropriate offices or staff.
- Answer phone calls and respond to basic inquiries.
- Maintain professional communication with staff, partners, and stakeholders.

1. Logistics and Administrative Support

- Assist with staff travel arrangements and logistics.
- Support procurement processes by preparing basic documentation.
- Help maintain the office asset register and inventory records.

Required Qualifications and Experience

- Bachelor's degree in **Business Administration, Secretarial Studies, Management, or a related field.**
- Minimum 2 years in an administrative role.
- Experience working in an office environment or NGO is an advantage.

Hiring organization

Savana Signatures

Position

Administrative Assistant

Reports to

Finance and Administrative Manager

Contract Type

Full-time

Duty Station

X315 Hassania Avenue Gumani, Tamale, Northern Region, Ghama

Start date

1st April, 2026

Deadline

18.03.2026

Skills and Competencies

- Good organizational and time management skills
- Strong communication skills (written and verbal)
- Proficiency in **Microsoft Office Suite (Word, Excel, Outlook)**
- Basic record-keeping and filing skills
- Ability to multitask and prioritize tasks

Personal Attributes

- Professional and courteous
- Reliable and responsible
- Attention to detail
- Ability to work both independently and as part of a team

Application Instructions

Interested applicants should submit:

1. Cover letter (max 2 pages) demonstrating suitability for the role;
2. CV (max 4 pages);
3. Contacts of three referees (including at least one recent supervisor).

Submission method: vacancy@savsign.org

Subject line: Application – Administrative Assistant

Deadline: Wednesday, 18th March, 2026

Only shortlisted applicants will be contacted.