



Office Administrator Job Description - Ghana

Location: Hybrid, Accra, Ghana – My 2nd Chance Resource Centre (3 days in office, willing to permit 2 days remote if required – must be in office on Wednesday regardless)

Hours: Monday through Friday, 8.30 AM to 5:00 PM, flexible to accommodate occasional evening or weekend needs.

About Our Company:

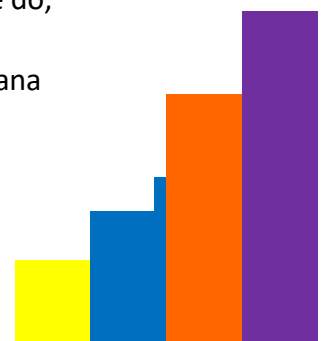
At My 2nd Chance, we believe in fostering an inclusive, supportive, and innovative environment where everyone can thrive. We're proud to offer a workplace that values collaboration, creativity, and growth. Our Office Administrator is vital to our success, keeping operations smooth in Ghana and ensuring communication between the UK and Ghana is a priority and seamless; this is an area that needs complete excellence. Join a company that values your skills and prioritises your well-being and professional development. Ensuring that everyone deserves a 2nd Chance.

Job Description:

We're looking for a highly organized and proactive Office Administrator to help us manage the daily operations of our Ghana Resource Centre. In this role, you'll serve as the backbone of our team, coordinating administrative activities, streamlining workflows, and creating an inviting, efficient workspace. If you're someone who thrives in a dynamic setting and takes pride in fostering a positive and inclusive atmosphere, we'd love to hear from you.

Job Responsibilities and Tasks:

- Oversee and coordinate office operations, ensuring seamless in-person and remote workflows.
- Manage the Resource Centre ensuring that visitors and residents are adhering to My 2nd Chance usage policy and occupancy rules.
- Manage office supplies and equipment, ensuring everything runs smoothly, and carry out weekly inventory.
- Uphold and practice the Christian principles of My 2nd Chance – Christ first in all that we do, and we must have a heart for the community that we will serve and develop.
- Carry out day-to-day administration for the success and growth of My 2nd Chance in Ghana
- Manage the IT system between Ghana and the UK, working with the IT Team in the UK.





- Assist in onboarding new team members, creating a welcoming and supportive experience.
- Maintain accurate records, including invoices, contracts, and employee documentation.
- Carry out the personal assistant role for My 2nd Chance Visionary and Director
- Develop and implement systems to improve administrative efficiency and communication.
- Monitor compliance with company policies and workplace safety standards.

Skills and Qualifications:

- Proven experience in office administration, personal assistance, or related roles.
- Exceptional organisational skills and the ability to manage multiple priorities effectively.
- Proficiency in office tools and software, including Microsoft Office Suite and project management platforms.
- Excellent verbal and written communication skills to foster collaboration in a hybrid environment.
- A proactive mindset with a strong focus on inclusivity and creating a positive team culture.
- Ability to adapt to changing priorities while maintaining attention to detail.
- A high school diploma or equivalent is required; an associate's or bachelor's degree in a related field is preferred.
- Christian principles and beliefs a necessity

Salary: GHS18,000 – GHS30,000 annually, including monthly data allowance based on experience and qualifications.

Company Benefits:

- Access to online training for individual development.
- Paid monthly data allowance
- Opportunities for career advancement in a growing, dynamic organisation.

