

First Response



Background

First Response, with its Head Office in Bole, provides world class, competitively priced pre-hospital care and medical support services in the most remote parts of Ethiopia. No matter how complex the project, how large the workforce or how remote the site – we are committed to delivering only the highest quality health and wellness management solutions to our clients. (www.firstresponseethiopia.com)

Today we operate across the oil, gas, mining and infrastructure development industries. We also serve UN Development agencies, production companies and a range of NGO clients.

Our promise of access to the top regional medical specialists, excellent paramedics and world-class clinical treatment comes standard. We offer our services at competitive rates, while never compromising on quality.

JOIN US

Job Title: Office Administrator

Job Description:

The Office Administrator will have responsibility for the general management of the office to ensure compliance with licensing and local government requirements as well as ensuring all administrative duties are completed to the requirements of the Directors.

In order to be successful in this position you should be detail-oriented, professional and have excellent written and verbal communication skills. The Office Administrator must be proactive, enthusiastic, reliable and honest.

Reporting: General Manager / Operations Manager.

Key Responsibilities:

- Financial administration – handle payments (cheque & petty cash), prepare month end invoice and collect cash using cash register machine, record payments and receipts to accounting software, keep track of all transactions, effect all tax payments as required, handle bank activities and compliance issues.
- Administrative issues:
 - Ensure the office set up is kept professional, clean and tidy with all documentation correctly filed – source for additional furniture, pictures etc as and when required.
 - Follow license expiry dates and compliance requirements.
 - Keep track of equipment, kits and consumables – update the asset register for equipment and keep track of calibration requirements, ensuring medication is up to date and replace as and when required.
 - Identify equipment and consumable suppliers for sourcing when needed.
 - Support medic recruitment, employment contracts and staff welfare.
 - Manage all travel and logistics requirements for the company.
 - Support medical evacuations
 - Identify uniform and Personal Protective Equipment (PPE) suppliers to ensure all uniform requirements for medical staff are met and supplied to the relevant standard required.
 - Purchase equipment, medication and logistics ensuring no products are kept after expiry.



- Work and communicate with various medical personnel, management team and clients.
- Support the marketing/promotional requirements of the company including providing ideas for Social Media messaging – identifying what health and remote site related medical topics we can incorporate onto the social media platform.
- Attend new business development meetings and supporting with proposal/quotation development as required.
- Provide other duties as required by the management team.

Qualifications and Requirements:

- Associate diploma / degree required (Bachelor's degree preferred) in Accounting, Management, Marketing, Computer Science, Nursing, and any other Social Science
- 2+ years' related experience
- Excellent written and verbal communication skills in English
- Strong knowledge of Microsoft Office software + Peachtree Accounting Software
- Ability to multi-task and prioritize projects
- Customer service oriented
- Able to complete complex administrative tasks with minimal supervision
- Working experience in the health / medical industry will be an added advantage.

Remuneration: Competitive package based on experience.

RSVP: careers@response-med.com