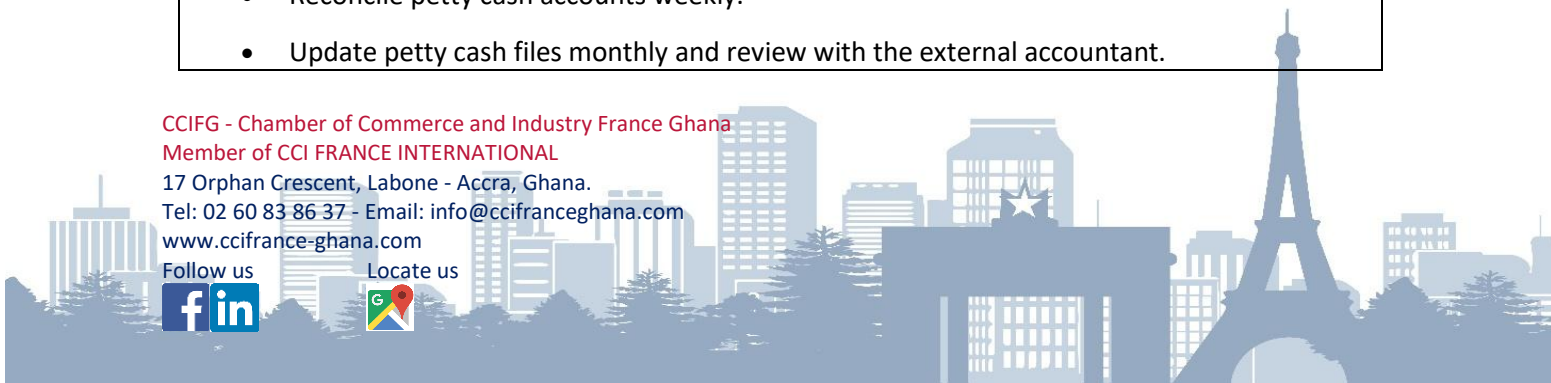


JOB DESCRIPTION

JOB TITLE
ADMINISTRATIVE EXECUTIVE
SITUATION IN ORGANISATION
Position reports to Managing Director
JOB DIMENSIONS - OBJECTIVES
The Administrative Executive plays a critical support role, ensuring the smooth and efficient management of day-to-day administrative, financial, and logistical operations. This role supports all internal departments and external stakeholders by providing professional and timely administrative services, managing payments and accounting documentation, coordinating service providers, and supporting member-related activities.
ACTIVITIES
<i>UNDER THE SUPERVISION OF THE MANAGING DIRECTOR</i>
ADMINISTRATIVE & OPERATIONAL SUPPORT
<ul style="list-style-type: none"> • Answer incoming phone calls and transfer to appropriate staff. • Receive emails sent to info@ccifranceghana.com, filter requests, acknowledge receipt within 24 hours, and provide initial response with support from the concerned service. • Welcome and receive guests, identify their needs, and direct them to the relevant staff. • Distribute mail, invitations, or documents to the appropriate personnel in real time. • Set up meeting rooms as required. • Draft letters to service providers (e.g., MTN, Vodafone, Tigo). • Perform errands such as utility and service provider payments. • Maintain and restock commodity supplies (stationery, water, coffee, etc.). • Organize and provide documentation or cash required for events. • Welcome guests at events and manage guest registration. • Collect and process event entrance fees and issue receipts. • Request bank service assistance for transactions including withdrawals and transfers. • Perform cash withdrawals and deposits (cash and cheque). • Undertake other assignments as needed.
FINANCIAL ADMINISTRATION
<ul style="list-style-type: none"> • Prepare bulk MDI invoices for new year subscriptions. • Prepare invoices for BSS services. • Preparing and paying BSS logistics invoices (mission, le booster, contact list). • Handle international transfers (e.g., CCIFI, Typo3, Getresponse). • Supervise petty cash flow, ensuring each transaction is recorded and supported by preparing and processing payment vouchers and appropriate receipts or documentation. • Reconcile petty cash accounts weekly. • Update petty cash files monthly and review with the external accountant.



- Liaise with the external accountant for bookkeeping, tax filing, and GRA payments (Withholding Tax, VAT, levies).
- Prepare cheques and payment vouchers for signature by authorized signatories.
- Process payments for service providers, vendors, and casual workers (e.g., cleaners, drivers, Intern).
- Prepare and process payment vouchers and reconcile accounts.
- Prepare letters of invitations for Prospective clients coming into Ghana.

SERVICE PROVIDER & VENDOR MANAGEMENT

- Liaise with and ensure timely payments to CCIFG service providers (e.g., salaries, insurance, residence permit renewal, DK Practitioners, CFAO Ghana).
- Manage logistics for prospective clients (e.g., car rental, hotel booking).
- Book flight tickets and accommodation for the Managing Director.
- Handle cheque book and ATM card requests and collections.

MEMBERSHIP & EVENT SUPPORT

- Prepare new member invoices
- Prepare invoices for events including Gala, Beaujolais, and cocktail sponsorships.
- Address or redirect members' inquiries or service demands.

COMPLIANCE & DOCUMENTATION

- Handle the collation and submission of vendor/supplier registration documents for onboarding new members.
- Collate and update board member details for submission to SG for CDD and NAS requirements (including signature capture and personal information).

FINANCIAL REPORT PREPARATION

- Collect all business transactions for monthly financial reporting
- Gather financial data
- Record transactions
- Resolve anomalies
- Generate financial report



REQUIRED QUALIFICATIONS / EXPERIENCE

- Strong organizational and multitasking skills.
- Attention to detail and high level of accuracy.
- Excellent communication and interpersonal skills.
- Proficiency in Microsoft Office Suite and CRM systems (e.g., Odoo).
- Basic knowledge of accounting procedures.
- Ability to work independently and manage confidential information

QUALIFICATIONS:

- Bachelor's degree in business administration, Management, Finance, or a related field.
- Minimum of 2–3 years of administrative experience, preferably in a similar role.
- Experience working with international organizations or chambers of commerce is a plus.

Send your CV & Cover Letter in both French & English to:

Maxine REINDORF-PARTEY: maxine.reindorf-partey@ccifranceghana.com

Closing date: Friday, 20th June 2025 23h59

CCIFG - Chamber of Commerce and Industry France Ghana
Member of CCI FRANCE INTERNATIONAL

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