

## JOB DESCRIPTION

JOB TITLE
<b>ADMINISTRATIVE MANAGER</b>
SITUATION IN ORGANISATION
<b>Position reports to Managing Director</b>
JOB DIMENSIONS - OBJECTIVES
The <b>Administrative Manager</b> is responsible for overseeing and executing all administrative functions within the organization. This role supports the Managing Director in day-to-day operations and serves as a central hub, ensuring smooth coordination across all departments. As a key point of contact for both internal teams and external partners, the Administrative Manager ensures that all administrative, operational, and logistical aspects of the Chamber run efficiently and professionally.
ACTIVITIES
<b><i>UNDER THE SUPERVISION OF THE MANAGING DIRECTOR</i></b>
<p><b>RECEPTION</b></p> <ul style="list-style-type: none"> <li>• Answer and route incoming phone calls to the appropriate departments.</li> <li>• Monitor and respond to emails received via the Chamber's general inbox acknowledging receipt within 24 hours and providing initial responses in coordination with relevant teams.</li> <li>• Welcome and assist visitors, directing them to appropriate staff or departments.</li> <li>• Manage incoming and outgoing mail, invitations, and document distribution.</li> </ul> <p><b>ADMINISTRATION</b></p> <ul style="list-style-type: none"> <li>• Coordinate the Managing Director agenda</li> <li>• Assist the Managing Director in her everyday tasks according to the needs</li> <li>• Prepare all needed document for the board of directors once a month</li> <li>• Coordinate the use of CCIFG meeting room,</li> <li>• Draft letters or any other documents to be sent to partners (institutions, commercial partners in France, Ghana or abroad) and according to the needs of each service</li> <li>• Ensure renewal of annual contracts (Rent, Insurance, Subscriptions ...)</li> <li>• Create and update contact list of service provider (hotels, car rental, coffee, internet...)</li> <li>• Coordinate meeting setups and logistics.</li> <li>• Draft official correspondence, particularly with service providers (e.g., MTN, Vodafone, Tigo).</li> <li>• Manage visa facilitation requests and related documentation.</li> <li>• Handle daily operational tasks including document</li> <li>• Update and filing of statutory documents (PVs, contracts, audit reports, etc.).</li> <li>• Capture and store board and management signatures for internal processing and external documentation.</li> </ul>

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

17 Orphan Crescent, Labone - Accra, Ghana.

Tel: 02 60 83 86 37 - Email: [info@ccifranceghana.com](mailto:info@ccifranceghana.com)

[www.ccifrance-ghana.com](http://www.ccifrance-ghana.com)

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### CCIFG MEMBERSHIP

- Prepare invoices, receipts and letters to members regarding new membership or renewed membership
- Handle members' demands or orient the demand to another person if necessary

### EVENT

- Welcome guests upon arrival and verify attendance against the guest list
- Process entrance fees with receipts when required

### FINANCIAL ASPECTS

- Track pending invoices (Membership, BSS, Events) and follow-up for payments.
- Prepare payment vouchers and reconcile weekly bank statements.
- Resolve discrepancies with bank statements in collaboration with the bank.
- Handle bulk invoice preparation for MDI renewals and VAT invoicing.
- Liaise with accounting consultants and support monthly closings (Suivi de Compte, Ops Sheet).
- Process cash and cheque withdrawals and deposits.
- Provide administrative support for annual audit processes and board approvals.
- Assist with the signage of required documentation for filings to authorities such as the GRA and Registrar General.

### EVENT & TRAINING COORDINATION

- Handle guest registration, fee collection for Chamber events.
- Prepare and issue sponsorship and registration invoices for key events such as the Gala, Beaujolais, and other member engagements.
- Plan and manage training programs: liaise with trainers, coordinate schedules, manage attendance, and track feedback.
- Maintain updated records of all training activities and partnerships.
- Develop and implement strategies to advertise and promote training sessions to maximize participation and visibility.

### VENDOR & FACILITY MANAGEMENT

- Lead office revamping and maintenance tasks.
- Source and negotiate with service providers for office needs.
- Manage vendor relationships and ensure timely delivery of services.
- Support office supply procurement and facility organization.

Willingly undertakes any other assignment or duties as may be assigned from time to time

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**REQUIRED QUALIFICATIONS / EXPERIENCE**

- Bachelor's degree in business administration, Office Management, Accounting, or a related field.
- At least 2–5 years of administrative or office management experience, ideally in a multinational or chamber of commerce environment.
- Strong command of French and English (written and spoken).
- Excellent organizational, communication, and interpersonal skills.
- Proficient in Microsoft Office and general office software.
- High level of integrity, discretion, and professionalism.
- Autonomous, attention to detail, ability to respect deadlines, team player, good interpersonal skills

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

Maxine REINDORF-PARTEY: [maxine.reindorf-partey@ccifranceghana.com](mailto:maxine.reindorf-partey@ccifranceghana.com)

**Closing date: Friday, 20<sup>th</sup> June 2025 23h59**

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