



Administrative Officer

Company: Orijin Inc.

Reports To: Supervisor

Location: Prashad Nagar, Georgetown, Guyana

Employment Type: Full-Time

A. Purpose of the Position

The Administrative Officer ensures smooth day-to-day office operations by providing centralized administrative, documentation, and coordination support across the organization. Reporting to the **Supervisor**, this role supports Operations, Processing, Accounts, and Management by maintaining organized workflows, timely document movement, and consistent administrative systems.

By removing administrative bottlenecks and ensuring clear communication, the Administrative Officer enables operational and technical staff to focus on their core duties while maintaining professionalism, accuracy, and efficiency throughout the office.

Note: This position provides administrative and coordination support only. It does not involve accounting duties, ASYCUDA processing, or operational decision-making.

B. Key Responsibilities

1. Core Administrative Support

- Maintain daily office operations to support all departments.
- Prepare administrative documents, schedules, and meeting materials for the Supervisor, Managing Director, and department leads.
- Maintain adequate stocks of office supplies, stationery, and administrative materials.
- Ensure consistent application of administrative systems and office procedures.



2. Document Handling & Workflow Coordination

- Receive, log, route, and distribute documents across Operations, Processing, Accounts, and Management.
- Track document movement to prevent delays or misplacement.
- Maintain organized central administrative filing systems (excluding accounting records and ASYCUDA entries).
- Support document archiving, retrieval, and POD collection as required.

3. Communication & Office Coordination

- Draft internal notices, routine correspondence, and basic administrative letters.
- Support follow-ups and coordination between departments to ensure tasks progress.
- Liaise with clients, agencies, banks, and vendors strictly for administrative and coordination matters.
- Schedule internal meetings, cross-department sessions, and general appointments.

4. Administrative Support to Accounts Department

(Administrative and organizational support only – no accounting responsibilities)

- Collect, sort, and route financial supporting documents to the Accounts Department.
- Assist with scanning, labeling, filing, and archiving finance documentation.
- Follow up, as instructed, on missing vouchers, receipts, or supporting documents.
- Prepare document bundles for meetings, reviews, or audits.



5. Support to Operations & Processing Teams

- Update shared administrative trackers used by Operations, Processing, and Management.
- Prepare non-technical checklists, labels, and document bundles.
- Coordinate errands, pickups, deliveries, and document transfers through the Office Assistant or Operations Assistants.
- Ensure documentation prepared by Processing is properly tracked and routed for field execution.

6. Follow-Up, Initiative & Problem-Solving

- Monitor administrative tasks and follow up to ensure completion.
- Attempt straightforward solutions using available resources before escalation.
- Identify recurring administrative bottlenecks and recommend improvements to the Supervisor.
- Maintain organization and composure during urgent or high-pressure situations.

7. Communication & Professional Conduct

- Maintain clear, respectful, and professional communication with all internal and external stakeholders.
- Respond promptly to urgent administrative matters.
- Communicate delays or issues early and accurately.
- Maintain confidentiality and professionalism at all times.



Competencies

- Strong organizational and administrative coordination skills
- Clear verbal and written communication
- Ability to manage multiple tasks and follow up consistently
- Attention to detail and accuracy
- Initiative and practical problem-solving ability
- Professional judgment and discretion
- Ability to work independently while taking direction from a Supervisor

Basic Requirements

- High school diploma or equivalent (additional administrative training an advantage)
- Previous experience in an administrative or office support role preferred
- Basic computer literacy (MS Office, email, document management)
- Strong interpersonal and teamwork skills
- Ability to work in a fast-paced office environment and respond to urgent needs