

# Become part of the team



## General Administration Officer

LLR is looking for a General Administration Officer to be responsible for the day-to-day administration of the office. The General Administration Officer will be responsible for answering phone calls and taking messages, receiving and directing visitors and sorting and distributing mail.

To be successful in this role, the candidate will need excellent written and verbal communication skills, as well as competency in Microsoft Office applications such as Word and Excel. Prior experience as an office administrator is a requirement.

### Responsibilities include but are not limited to:

- Receiving clients and visitors with a positive, helpful attitude.
- Assisting with various administrative tasks including photocopying, faxing, taking notes, and making travel plans.
- Preparing meeting and training rooms.
- Answering phones in a professional manner, and routing calls as necessary.
- Sorting and distributing mail.
- Providing excellent customer service.
- Scheduling appointments as requested.

### Qualifications and Experience:

- Degree in Business Administration.
- Must have a minimum of 2-3 years in Office Management experience with a demonstrated track record.

A detailed Curriculum Vitae (CV) including names of two referees and certified copies of academic and professional certificates should accompany applications.

### Applications should be addressed to:

The Acting Chief Executive Officer  
Letlole La Rona Limited  
P O Box 700 ABG  
**GABORONE**

And emailed to: [recruitment@letlole.com](mailto:recruitment@letlole.com).

Applications should be received on or before **28 January 2022**. Only shortlisted candidates will be responded to.

Tel: +267 3180301 Fax: +267 3180357, Website: [www.letlole.com](http://www.letlole.com)

