



REPUBLIC OF LIBERIA

LIBERIA SPECIAL ECONOMIC ZONES AUTHORITY (LSEZA)

Old Road VP Road
Monrovia Liberia



VACANCY ANNOUNCEMENT: ADMINISTRATIVE ASSISTANT

The Liberia Special Economic Zone Authority (LSEZA) is mandated to promote, regulate, and develop Special Economic Zones (SEZs) in Liberia. SEZs are designated areas with specific economic regulations that differ from or are more favorable than those elsewhere in the country.

Against this background, the Liberia Special Economic Zones Authority (LSEZA) is seeking applications from qualified individuals for the position of **Administrative Assistant** who will be responsible for managing office operations by handling tasks like answering phones, scheduling appointments, managing calendars, coordinating meetings, preparing correspondence, maintaining filing systems, ordering office supplies, and providing general administrative support to ensure smooth office workflow; often acting as the primary point of contact for internal and external communications.

DUTIES AND RESPONSIBILITIES

The Administrative Assistant will be responsible for:

- Answering phone calls, greeting visitors, directing inquiries to appropriate personnel.
- Scheduling appointments, meetings, and travel arrangements for staff.
- Preparing and distributing emails, letters, memos, and other correspondence.
- Maintaining electronic and physical filing systems, organizing documents, and ensuring proper data entry.
- Setting up meeting rooms, preparing agendas, taking minutes, and distributing meeting summaries.
- Ordering office supplies, managing inventory, coordinating equipment maintenance.
- Assisting with project planning, data collection, and report preparation.
- Processing invoices, tracking expenses, maintaining records.

QUALIFICATIONS

- A minimum period of two (2) years relevant work experience.
- Bachelor Degree in Sociology, Public Administration, Business Administration or related fields.
- Proficiency in computer applications.
- Demonstrated results in work performance.

KNOWLEDGE AND SKILLS

- Excellent communication and interpersonal skills
- Strong organizational and time management abilities
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook)
- Attention to detail and accuracy
- Ability to multitask and prioritize effectively
- Confidentiality and discretion when handling sensitive information

HOW TO APPLY

Complete application package must be submitted no later than April 28th, 2025, at 5:00 p.m. and shall include the following:

1. A one or two page typed application letter summarizing why you believe you are the most qualified for the position;
2. A complete curriculum vitae which will include the names and contact details, three references that can attest to your professional qualification, character, integrity and/or work experience;
3. Documentations i.e., copies of degrees and certificates that address the minimum requirements of the position

All applications must be sent via soft or hard copy and addressed to:

**The Manager, Human Resources & Administration
Liberia Special Economic Zones Authority
VP Road, Old Road
Monrovia, Liberia**

Or by Email: hr@liberiaseza.gov.lr with the job title as Subject