



# WE ARE HIRING

- **Job Title:** Admin Assistant
- **Location:** Accra, Ghana
- **Job Type:** Full-Time
- **Application Deadline:**  
• April 15th, 2025 - 23:59 GMT

## About Us

Noldith is a fast-growing IT consulting, services, and sales company operating in both the United States and Ghana. As a Microsoft Partner, we specialize in IT consulting, cloud computing, government contracting, and software/hardware sales.

## Job Description

We are seeking a highly organized and detail-oriented **Administrative Assistant** to provide essential support to our leadership team. The ideal candidate will handle office administration, scheduling, and communication tasks to ensure smooth daily operations.

## Key Responsibilities

- \* Manage calendars, schedule meetings, and coordinate appointments. Handle correspondence, emails, and document preparation.
- \* Organize and maintain digital and physical filing systems.
- \* Assist in procurement, invoicing, and vendor communications.
- \* Support HR functions, including onboarding new employees.
- \* Prepare reports, presentations, and spreadsheets as needed.
- \* Ensure smooth office operations and workflow efficiency.

## Qualifications

- \* Bachelor's degree or equivalent work experience preferred.
- \* 2+ years of experience in administrative support or office management.
- \* Strong organizational and multitasking skills.
- \* Proficiency in Microsoft Office and Google Suite.
- \* Excellent communication skills, both written and verbal.
- \* Ability to work independently and handle confidential information.

## How to Apply

Interested candidates should submit their resume to [jobs@noldith.com](mailto:jobs@noldith.com) with the subject line "Application: Administrative Assistant – [Your Name]".