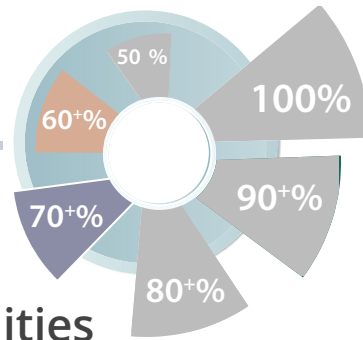


Tasks common to 60% and to 70% of participants



70+% said yes to 10 tasks/responsibilities

Tasks/Responsibilities	WORK CATEGORIES
Producing accurate management reports and distribute accordingly	Correspondence
Creating, capturing and submitting Requisitions, Purchase Orders and Goods Receipts using financial software for office expenses	Financial Administration & Cost Control
Stationery ordering,/distribution and managing	General Office Duties
Ordering business cards	
Managing meetings schedules with Board of Directors / Non-Executive Directors	Meeting Administration
Preparing and performing quality control on agendas and minutes	
Managing the office of the Head of Department and interacting with Divisional Head and people on other levels in absence of the manager	Office Management
Promoting good housekeeping on an on-going basis	
Updating lists and departmental structure	
Organising group bookings (travel/accommodation) for external training groups	Travel Management

60+% said yes to 9 tasks/responsibilities

Outputs	WORK CATEGORIES
Messaging, writing, editing and publication; as well as design and production	Communication Management
Ensuring effective budget management and payment of service.	Financial Administration & Cost Control
Administering office equipment	General Office Duties
Being responsible for office maintenance and cleaning staff	
Organising birthday club collection, distribution and messaging	
Sourcing relevant vendors on the internet for required goods/services	Procurement
Planning, executing and Managing of medium projects	Project Management
Handling Forex arrangements	Travel Management
Preparing for on-boarding of new staff - equipment, seats, laptop and phones	Work related to HR