

## **JOB VACANCY: ADMINISTRATIVE ASSISTANT**

**Company:** Tas-Noble Incorporated

**Industry:** Financial Technology / Self-Service Kiosk Solutions

**Location:** Monrovia, Liberia

**Employment Type:** Full-Time

**Reports To:** CEO

### **Position Summary**

Tas-Noble Incorporated is seeking a reliable, organized, and detail-oriented Administrative Assistant to provide administrative and clerical support to management and operational teams. The Administrative Assistant will play a key role in ensuring smooth office operations, effective communication, and proper documentation across the organization.

This role is essential in supporting day-to-day business activities within a fast-growing fintech environment.

### **Key Responsibilities**

- Provide administrative and clerical support to management and staff.
- Manage office correspondence, emails, phone calls, and filing systems.
- Prepare letters, reports, memos, and other official documents.
- Schedule meetings, appointments, and maintain calendars.
- Maintain proper records, databases, and documentation.
- Assist with procurement, inventory, and office supplies management.
- Support HR and recruitment activities when required.
- Coordinate travel arrangements and logistics for staff and management.
- Ensure confidentiality and proper handling of sensitive information.
- Support day-to-day office operations and workflow efficiency.

### **Qualifications & Experience**

Diploma or Bachelor's degree in Business Administration, Office Management, or a related field.

Minimum of two (2) to three (3) years' experience in an administrative or office support role.

Experience working in a corporate, financial, or technology-driven environment is an added advantage.

### **Required Skills & Competencies**

- Strong organizational and time-management skills.
- Excellent written and verbal communication skills.

- Proficiency in Microsoft Office (Word, Excel, PowerPoint, Outlook).
- Ability to multitask and work under minimal supervision.
- High level of professionalism, integrity, and confidentiality.
- Attention to detail and problem-solving ability.

### **What We Offer**

Competitive salary (commensurate with experience).

Opportunity to work in a fast-growing fintech company.

Supportive and professional working environment.

### **How to Apply**

Interested and qualified candidates should submit a detailed CV/Resume and a cover letter outlining relevant experience to:

Email: [recruitment@tasnoble.com](mailto:recruitment@tasnoble.com)

Application Deadline: February 15, 2026

Tas-Noble Incorporated is an equal opportunity employer.