JOB OPPORTUNITY

Business Eye

OFFICE ADMINISTRATOR

On behalf of our client, a company engaged in the importation, sale and servicing of medical equipment and other medical consumables, we are inviting applications from suitably qualified, organised and proactive candidates for the position of Office Administrator.

Duty Station: Nsambya, Kampala

Reports to: General Manager

JOB PURPOSE

The Office Administrator will coordinate day-to-day administrative and office operations while providing essential bookkeeping, billing, tender and sales administration support. The successful candidate will help maintain an organised and professional office environment, keep accurate basic financial and operational records, support customer transactions and ensure that quotations, invoices and tender documents are prepared accurately and submitted within required timelines.

Roles and responsibilities

1. Office Maintenance and Operations

- Oversee the daily upkeep, cleanliness, organisation and safety of the office and showroom to maintain a professional environment for customers and visitors.
- Coordinate office maintenance, repairs and servicing of office equipment, IT hardware and facilities.
- Monitor office supplies and ensure stationery, utilities and other essential items are available when needed.

2. Bookkeeping, Billing and Tax Compliance

- Carry out day-to-day basic bookkeeping, including recording business transactions, operational expenses and petty cash movements.
- Use QuickBooks to maintain accurate and up-to-date financial and transaction records.
- Generate and manage tax invoices through the Uganda Revenue Authority (URA) Electronic Fiscal Receipting and Invoicing System (EFRIS).
- Prepare and issue customer invoices in QuickBooks and ensure consistency with the relevant EFRIS fiscal receipts.

- Track accounts receivable, verify payments received and follow up outstanding customer and institutional payments.
- Support account reconciliations and coordinate with management and the external accountant in preparing month-end financial information.

3. Quotations, Bids and Vendor Administration

- Prepare accurate and professional customer quotations based on approved company prices and required medical equipment specifications or configurations.
- Compile, draft and organise commercial bid documents, hospital tender submissions and institutional business proposals.
- Ensure quotations, bids and supporting documents are complete, properly formatted and submitted within specified deadlines.
- Maintain an organised and current database of customer contracts, service agreements, quotations and previous tender submissions.
- Follow up on documentation and information required from suppliers, customers and internal teams to support quotations and bids.

4. Medical Equipment and Supply Chain Control

- Regularly update inventory records and stock logs for medical equipment, accessories and other supplies.
- Monitor stock levels and promptly flag potential stockouts, damaged components or supply delays to management.
- Coordinate monitoring and replenishment of office consumables, stationery and other operational materials.
- Check incoming deliveries against purchase orders and delivery documents, verifying quantities, product condition and serial numbers where applicable.
- Ensure delivery notes and other inventory documents are properly received, recorded and filed.

5. General Administration and Customer Support

- Manage incoming telephone calls, direct corporate email correspondence and respond to routine customer enquiries professionally.
- Receive and guide visiting healthcare professionals, clients, suppliers and other stakeholders.
- Maintain secure and orderly physical and electronic filing systems for financial, administrative, customer, tender and operational records.
- Provide general administrative support to management and other teams to facilitate efficient business operations.
- Perform any other duties reasonably assigned from time to time.

QUALIFICATIONS, EXPERIENCE AND REQUIREMENTS

- A Diploma or Bachelor's degree in Business Administration, Accounting, Finance or a related commercial discipline.
- At least two (2) to three (3) years of relevant experience as an Office Administrator, Operations Assistant, Bookkeeper or in a similar role. Experience in a trading, distribution, healthcare or medical supplies business will be an advantage.
- Hands-on experience and strong working knowledge of QuickBooks accounting software is mandatory.
- Practical experience using the URA EFRIS portal to generate fiscal receipts and electronic tax invoices.
- Good working knowledge of Microsoft Office, particularly Microsoft Excel, including data entry, filtering, formatting and basic mathematical operations. Familiarity with Google Workspace is an added advantage.
- Strong numerical and analytical skills, with a high level of accuracy and attention to detail when handling financial records and business documents.
- Good written and verbal communication skills, including the ability to prepare professional quotations, emails and tender documentation.
- Excellent organisational, record-keeping, coordination and time-management skills, with the ability to manage multiple tasks and meet deadlines.
- High levels of integrity, confidentiality, reliability, initiative and professionalism.
- Ability to work independently while supporting a team and responding effectively to changing business priorities.

HOW TO APPLY

Interested candidates should submit updated CV ONLY by email to:

jobs@businesseyeafrica.com

Closing Date: Saturday at 1600hrs (EAT)

Please indicate "Office Administrator" in the subject line of your email. Only shortlisted candidates will be contacted within one week after the application deadline.

Business Eye DOES NOT ask for any form of payment from prospective employees or job seekers.