



#10 Jomo South Link. South La, Accra - Ghana  
[boba@fikateahouse.com](mailto:boba@fikateahouse.com)

## PERSONAL ASSISTANT ROLE

The Personal Assistant will be a key support role, contributing to core operational efficiency, data management, and executive administrative tasks. This role will provide hands-on experience in a dynamic business environment, fostering a deep understanding of operational procedures, data analysis, and research methodologies. The assistant will be instrumental in supporting various strategic initiatives at Fika Teahouse, working closely with the CEO to facilitate smooth operations and contribute to the company's success.

## SPECIFICATIONS

**Role:** Personal Assistant

**Job Type:** Full-time

**Language:** English (Mandatory)

**Remote Work:** Not Applicable

**Work Location:** Multiple Outlets in Accra

**Working Schedule:** Monday to Saturday, 9:00 AM - 6:00 PM

**Salary:** GH¢1,500

**Vacation:** 32 days throughout the year (available after probation)

## CORE RESPONSIBILITIES

1. Administrative & Personal Assistance:
  - Manage the CEO's schedule, including appointments, meetings, and travel arrangements.
  - Handle phone calls and emails, filtering and prioritizing communication.
  - Draft correspondence, prepare reports, and create presentations.
  - Run errands and handle personal tasks as needed.
  - Maintain organized digital and physical files.
2. Data Management & Analysis:
  - Collect and organize stakeholder feedback data from various sources
  - Compile and analyze data from various sources
  - Identify trends and insights from data to support business decisions.
  - Create reports and visualizations to communicate data findings effectively.
3. Research & Sourcing Support:
  - Conduct research on various subjects
  - Assist with vendor communication and documentation.
4. Special Projects:
  - Support the CEO with special projects as assigned, which may include research, event planning, or new product development support.

## CORE SKILLS

- Excellent organizational and time-management skills.
- Strong communication and interpersonal skills.
- Ability to work independently and as part of a team.
- Discretion and confidentiality.
- Adaptability and a willingness to learn.
- Experience with POS systems is a plus.

## QUALIFICATIONS

- Degree in Office Administration, Project Management or a related field.
- Basic proficiency in office tools would be a plus.
- Experience with data analysis and reporting.
- Proficiency in Google Workspace (Sheets, Docs, Slides) and Microsoft Office Suite.

## WHAT WE OFFER

- Employee-exclusive discounts on our delightful drinks and one drink each day (free\*).
- 50% Subsidized Lunch daily.
- Opportunity to work closely with the CEO and gain valuable experience in the boba tea industry.

## HOW TO APPLY

1. Review the role and ascertain your interest and alignment
2. Send your resume and cover letter to [boba@fikateahouse.com](mailto:boba@fikateahouse.com) no later than 14TH FEB 2025
3. Selected candidates will be invited for an interview