



BOLO
INSTITUTE
OF TECHNOLOGY
— est. 2023 —

Administrative Assistant

Recruitment Profile

Keep the institution running, day to day.

BOLO IT is seeking an Administrative Assistant to run reception and daily administration: correspondence, scheduling, records, and the practical support students and faculty need to get on with their work.

Location	Cameroon
Employment	Full-time Administration
Reports to	Finance & Administration Manager
Sector	Higher education Administration

About BOLO IT

BOLO Institute of Technology is a higher-education institution in Cameroon, architected around three pathways — Higher National Diploma, Bachelor's and Master's — and being developed to prepare professionals, innovators, researchers and entrepreneurs across science, technology, health, agriculture, business and the applied professions, for opportunities in Cameroon, across Africa and internationally.

BOLO IT is being built around a distinctive educational model: rigorous academics combined with hands-on laboratories, real-world projects, internships, professional certifications, mentorship and instruction shaped by experienced technology practitioners. The institution is intentionally globally oriented, AI-enabled and Silicon Valley-inspired.

A student educated at BOLO IT in Cameroon should leave with the academic foundation, practical capability, AI fluency, professional exposure and confidence to compete with technology talent anywhere in the world.



(+237) 652 921 000



[boloinstitutetech](mailto:bolo@boloinstitutetech.com)



Deido - Douala
Cameroon

The opportunity

This is the role most people meet first. It covers reception and the daily administration behind it — correspondence, diaries, meeting logistics, filing and student and faculty requests — and in a young institution it also means helping establish the routines that do not exist yet.

Mandate

- Make the institution easy to contact and quick to respond.
- Keep records complete and findable, physically and digitally.
- Take routine administration off the desks of faculty and leadership.
- Establish daily routines that hold once the institution is busy.

Key responsibilities

Reception & front desk

Receive visitors, students, parents and callers. Answer routine enquiries and direct the rest to the right person.

Correspondence & scheduling

Draft and process letters and email, maintain diaries, arrange meetings and prepare the papers and rooms they need.

Records management

Maintain student, staff and institutional files to a consistent standard, keeping them accurate, confidential and retrievable.

Student & faculty support

Handle day-to-day administrative requests — documents, forms, attestations, teaching materials and classroom logistics.





Qualifications and experience

- Higher National Diploma or degree in administration, secretarial studies, management or a related field.
- Practical office administration experience, ideally in a school or busy public-facing setting.
- Competent with word processing, spreadsheets, email and shared drives.
- Sound filing and records discipline, including with confidential material.
- Working ability in both English and French; students, families and staff use both.

Personal attributes

This role suits someone unflustered by interruption, who would rather file it correctly now than search for it later.

Composure

Handles a full reception without letting the queue feel rushed.

Order

Keeps a filing practice anyone else could pick up and use.

Discretion

Sees student and staff information and does not discuss it.

Initiative

Notices the recurring request and proposes a routine for it.

How to apply

Applications are made through the BOLO IT website at **boloinstitute.tech/careers**, where this role can be opened directly and a CV attached to the enquiry form.

| We believe world-class technology talent can be developed anywhere.





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Our ambition is to build one of Africa's leading technology institutions and develop graduates capable of competing with technology talent anywhere in the world.

This profile is drafted from the institution's proposed staffing schedule and is subject to institutional sign-off. It states no salary, closing date or benefit, because none is yet set.



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