Nature Kenya

Job Advert

Job title: **Front Office Assistant**

Reporting to: **Programme Support Manager**

The Role

The Front Office Assistant is expected to work under the supervision of the Programme Support Manager, through the Programme Assistant and assist with assigned office duties. He/she will work closely with the Programmes Assistant to ensure effective management of the front office, filing, visitor handling, telephone handling, mail handling, tea making and general office cleanliness. The Front Office Assistant will ensure that the front office is kept clean, orderly and to high standards of customer care, telephone reception and mail distribution. He/she will also work closely with the General Office Assistant, Membership Recruitment and Sales Officer to help with delegated tasks. Some of the tasks shall be administrative and will require understanding, talking and liaison with the Administration Officer.

Qualifications

- Diploma, preferably in Customer Service and Front Office Management, Secretarial or related field
- At least two years’ experience working in an office environment
- Basic computer knowledge, proficiency in Microsoft office package and good typing ability.
- Knowledge of administrative procedures, clerical actions and experience in sales would be an added advantage

Desired Qualities

- Excellent written and verbal communication skills
- Proficiency in telephone communication and a good listener
- Strong interpersonal skills and a team player
- Ability to multi-task and work flexibly
- Proven ability to work independently and effectively with minimum supervision

Terms: One year contract renewable subject to performance and funding availability.

If interested please send your application and curriculum vitae to: Executive Director, Nature Kenya office@naturekenya.org by 1st May 2020.