

## Admin Officer at Corporate Staffing

[Apply Now](#)

Company: JobWebKenya

Location: Kenya

Category: other-general

### Job Description

(adsbygoogle = window.adsbygoogle || []).push({});

Corporate Staffing Services is a leading recruitment agency in Kenya providing complete recruitment services. In the last ten years we have been partners to local and foreign businesses looking to hire Kenyan professionals. We have recruited for diverse clients in different sectors and industries.

### Responsibilities

Facilities Management- Support the day-to-day operations of our office facilities, including maintenance, repairs, cleaning, and security.

Communication with immigration and Ministry of labour to manage Work Permit and Visa for Expatriate staffs. And arrange medical examination, if required for Visa

Fleet Management-mange company car and drivers schedule. Staffs pickup and visitor's pickup.

Arrangement of Hotel and air ticket for staffs and Guest.

Manage inventory, asset and equipment Management, manage office furniture/Printer etc.

Manage staff's accommodation (Tenancy contract/Electricity/water).

Prepare LPO for office furniture & Stationary and store management.

Manage office equipment's Telephone, Fax, internet connection mobile.

Coordinate for all HR matters.

Monitor fuel usage and expenses to ensure that costs are within budget.

Manage logistic for new Expatriate staff's arrival.

### **Key Qualifications**

**A minimum College degree, with additional relevant education or training in facilities/procurement general administration preferred.**

**At least 2 to 3 years of experience in logistics, facilities management, office administration, asset management, or a related field like communication with Kenya Immigration & Ministry of Labour.**

Knowledge of Microsoft (word, Excel, PowerPoint, Outlook & Teams) and basic IT.

[Apply Now](#)

### **Cross References and Citations:**

1. [Admin Officer at Corporate Staffing Jobs Kenya ↗](#)
  2. [Admin Officer at Corporate Staffing Jobs Kenya ↗](#)
  3. [Admin Officer at Corporate Staffing Jobs Kenya ↗](#)
  4. [Admin Officer at Corporate Staffing Jobs Kenya ↗](#)
  5. [Admin Officer at Corporate Staffing Jobs Kenya ↗](#)
  6. [Admin Officer at Corporate Staffing search Kenya ↗](#)
  7. [Admin Officer at Corporate Staffing job finder Kenya ↗](#)
1. [Admin Officer at Corporate Staffing jobs ↗](#)
  2. [Admin Officer at Corporate Staffing jobs ↗](#)
  3. [Admin Officer at Corporate Staffing jobs ↗](#)

Source: <https://ke.expertini.com/jobs/job/admin-officer-at-corporate-staffing-kenya-jobwebkenya-3eb81d9327/>

Generated on: 2024-05-07 15:00 by Expertini.Com