

Administration Assistant

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Company: International Rescue Committee

Location: Nairobi

Category: other-general

Requisition ID: req47881

Job Title: Administration Assistant

Sector: Administrative/General Office

Employment Category: Fixed Term

Employment Type: Full-Time

Open to Expatriates: No

Location: Nairobi, Kenya

Work Arrangement:

Job Description

The Admin Assistant is responsible for specific aspects of administration and Supply chain department support at IRC's Main office in Nairobi. This covers office administration and Supply chain support department.

Responsibilities.

Utilities Management & Supply Chain Support.

Upholding all IRC policies, working towards its mission and Vision.

Ensuring the Reception is always manned.

Ensure the Office is clean and always organized .

Ensure timely payment of utilities: Water & Electricity for Office, guest house, apartments, and Warehouse.

Telephone- Safaricom postpaid lines, prepaid lines. Payment of courier services for the dedicated courier. -as well as ensuring they are paid on time.

Maintain tracking system for utilities and update on monthly basis.

Purchase of office drinking water and ensuring timely payment.

Issuing of gate pass to any equipment's or items getting out of IRC office.

Raising of operation Online PRs in the admin department and support other departments.

Support of SMT with their requests, travel request, payment of school fees for their dependents.

In charge of office consumable's supplies and office stationery supplies in the office -
With proper tracking to ensure timely procurement.

Support of IHUB office at the reception, coordinating courier services, receiving, and logging in IHUB invoices, receiving, and transferring their calls, receiving their visitors

Supervising and booking boardroom for staff meetings in coordinated way for both Kenya and IHUB-and ensuring they have tea coffee and snacks upon request.

Supervising of tender bid register as they come.

Ensuring the First Aid Box is Fully equipped as per the OSHA guidelines.

Help other departments organize meetings and ensure they have all is needed.

Link between some suppliers and other departments.

In coordination with HR, assist with onboarding and exit process.

Key Result Areas:

Provision of effective and efficient administrative support services to supply chain department.

Day-to-day efficient operations of the administrative and supply chain department services in the office.

Qualifications

Diploma in Business Administration and Management, or another related field.

At least 4 years experience in administration and management in a busy office, preferable with Nongovernmental organization.

Customer care skills and how to apply them.

Excellent computer skills: Word, Excel, Access.

Knowledge of administrative rules and regulations.

Required Experience & Competencies:

Demonstrated ability to perform wide range of inter-related complex administrative services.

Excellent communication skills.

High level of personal initiative, pro-active problem solving and analytical skills.

Ability to work with minimum supervision.

Knowledge of listening skills.

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