

Assistant Administrative secretary at Tavevo Water and Sewerage Company Limited

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Company: JobWebKenya

Location: Kenya

Category: other-general

Job Description

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Tavevo Water and Sewerage Company Ltd, was incorporated on April 7, as a private company limited by shares to give it autonomy and enable it operate commercially. The major shareholders of the company were Municipal Council of Voi, County Council of Taita Taveta and Town Council of Taveta which now are the County of Taita Taveva. The company is one of the WSPs in the CWSB jurisdiction and has been contracted to provide water and sewerage services in Taita Taveta County under a Service Provision Agreement.

Ref: TVO/06//

DUTIES AND RESPONSIBILITIES

Making, answering, routing phone calls to the correct person, taking and delivering messages.

Receiving, resolving, escalating inquires and giving feedback.

Write, receive, reply, sort and distribute routine correspondences

Taking oral dictation; word and data processing from manuscripts.

Handling both incoming and outgoing correspondence memos, letters and forms.

Assist in preparation of regularly scheduled reports including processing, typing and formatting reports.

Develop, undertake, maintain up to date manual and computer filing system, document

copying, scanning, filling and retrieval including of confidential material, corporate records, documents and reports.

Ensuring security of office equipment, documents and records.

Helping in preparing and scheduling meetings and appointments including preparing meeting/events facilities, refreshments and meals.

Take accurate minutes of meetings.

Handle sensitive information in confidential manner.

Book and organize travel arrangements for the Board of Directors, Managing Director and head of departments.

Book conference calls, rooms, taxis, hotels for the Managing Director and Senior managers.

Help in managing the board of Directors calendar of events and meetings, diary of scheduled events and meetings for the Managing Directors office.

Welcome and provide general support to visitors, staff, clients, service providers and other stake holders and provide information by diligently answering questions and requests and or directing them accordingly.

Ensure operation of equipment by completing preventive maintenance requirements; calling for repairs, maintaining equipment inventories systems to make them more efficient.

Develop, coordinate office procedures and update administrative

Any other duties as may be assigned by your supervisor from time to time

Personal Specifications

For appointment to this grade, an officer must have: –

A Diploma in Secretarial Studies/Diploma in Business Management/Diploma in Business Administration or its equivalent from a recognized institution

Have relevant work experience of not less than three years in a reputable organization

Proficiency in computer skills

Good communication, interpersonal and time management skills

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