

Assistant Staff-General Affairs at Flexi-Personnel

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Company: JobWebKenya

Location: Kenya

Category: business-and-financial-operations

Job Description

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Flexi Personnel Ltd is a HR Company that was founded in . It is currently the fastest growing HR firm in Kenya offering a wide range of services including Headhunting and Executive selection, Outsourced Labor management, HR Outsourcing, Outsourced Payroll Management, HR consultancy, Psychometric Assessments and Expatriate Services and relocation support. What makes us a unique Recruitment and Outsourcing Agency in Kenya, and the whole of Africa, is our systematic approach and listening to our clients' recruitment and payroll needs. We've offered and will continue offering appropriate solutions to our clients. We only forward candidates within the client's specification. As a Recruitment firm, integrity and value are key elements of our Recruitment, Staff Outsourcing, Payroll Management, and HR Consultancy services. We deliver to our promise to our clients within a 3-day deadline. This is enhanced by our dedicated team of recruitment, screening, and management experts.

Duties and key responsibilities:

Undertake and support General Affairs (Administration) section activities.

Perform administrative assignments related to the dispatch of JICA Personnel to Kenya, including logistical arrangements, acquisition of work permits, IDs, and PIN etc., process applications for allowances, benefits, and other welfare programs.

Logistical arrangements for missions dispatched to Kenya, including VISA applications,

accommodation bookings, vehicle hire etc.

Public relations matters, including media relations (newspaper, magazine, TV, and radio), social media, public relations materials production and event planning.

Office and property management.

Corporate document management.

Any other matters as assigned by the JICA Chief Representative/Senior Representative/Senior Executive Advisor.

Desirable Skills and Qualifications:

Bachelor's degree in a related field or equivalent.

Interest, understanding and sympathy for JICA projects and activities.

At least Five years working experience in performing administrative and/or public relations duties.

Public relations skills, including social media skills, writing ability, design, photography, and communication and networking skills with media personnel.

Fluent in both English and Kiswahili (reading, writing, and speaking).

Computer literate especially in Microsoft Office (Word, Excel, Power Point, etc).

Good interpersonal and communication skills.

Affinity for teamwork.

Available to work from **1st April**

Study abroad or training experience in Japan, including under the ABE Initiative is an added advantage.

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