

Economic Support Officer at Gap Recruitment Services Limited

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Company: JobWebKenya

Location: Kenya

Category: business-and-financial-operations

Job Description

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Gap Recruitment Services Limited is a leading recruitment firm in Kenya where International and local companies find just the right fit talent.

Key Roles & Responsibilities:

Prepare for and help organize incoming and outgoing trade missions, official visits, seminars and conferences, workshops and fair activities, networking events and other activities in consultation with Event Liaison Officer and Assistant Pool.

Actively collect and collate information within the Embassy, the Ministry of Foreign Affairs and other Dutch government agencies. Ensure internal information sites are well structured, overviews of investment portfolios and fiches and that information is up to date. This includes the embassy's shared working space and its archive.

Assist in handling trade requests and enquiries by Dutch enterprises and assist in identifying and reporting on trends, developments and market opportunities in Kenya.

Manage the organization and structure of the Economic Affairs mailbox, ensure timely communication and archiving of relevant correspondence.

Support the team in ensuring correct and regular use of the worldwide business services registration system (Achilles) and do the entries for events and missions.

Maintain the Trade & Investment network, make appointments with relevant parties and

responsible for regular updates, organization and maintenance of the contact database (CRM).

Support the communication team in keeping Embassy LinkedIn, Facebook, Twitter accounts and the website up to date.

Support the team on drafting budgets and keeping track of expenses.

Management of Trade and Investment team's branding and other materials.

Key Result Areas:

Adequate support through effective use of internal systems (Achilles, CRM, and Sophia).

Work processes and information assets of the Trade & Investment team are well structured.

Successful organization of events and trade missions.

Business is informed quickly and satisfactorily as to questions concerning trade and investment opportunities.

The trade and investment team is visible at events and online through LinkedIn, Facebook and Twitter.

JOB REQUIREMENTS

Level of education: Relevant qualification of at least Diploma level.

Level of experience: At least 3 years of relevant experience required in below mentioned skills;

Required Knowledge and areas of experience:

General knowledge and understanding of economic affairs.

Ability to support Dutch enterprises to do business in Kenya.

Good verbal and written command of English language. Good understanding of Swahili and/or Dutch is an advantage.

Required Skills:

Experience in organizing events.

Good communication skills.

Ability to structure organizational processes.

Is a strong team player and can work independently.

Flexible, creative and proactive.

Capacity to build, maintain and expand a network of contacts

Strong computer knowledge and skills (Windows, Word, PowerPoint, Excel, E-mail, Internet).

Required Competencies:

Integrity

Initiative

Result oriented

Team worker with ability to work independently and cooperate in a (small) team

Environmental awareness

Ability to plan and organize

Analytical thinking

Networking

What you get:

Attractive salary.

Competitive package of other benefits such as a (local) healthcare plan.

Working in a challenging, high level international environment.

Opportunities to work on personal development;

Friendly, open work atmosphere.

The position is for 4 years, with possible extension.

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