

Executive Administrative Assistant at Mater Hospital

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Job Description

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The Mater Hospital was opened in by the Sisters of Mercy, a Catholic Order of Nuns originating from Ireland, three years after registering themselves as the Registered Trustees of an entity under the Perpetual Succession Act (the succeeding legislation after independence). The “Sisters of Mercy” first set up a 60 bed general hospital to cater mainly for the poor, indigenous Kenyans, with the primary mission being general healthcare. The colonial authorities granted 12 acres of land in a swampy, mosquito-infested area, which has since become the Industrial Area of Nairobi.

Position Summary

Based in Nairobi, the purpose of this role is to provide an efficient, confidential and responsive administrative, organizational, and logistical support to the Director of Finance. This position serves as the primary point of contact for internal and external stakeholders on all matters pertaining to the Office of the Director of Finance

Major Responsibilities

Manage and maintain the Director of Finance’s diary

Filter emails, highlight urgent correspondence and print attachments

Ensure busy diary commitments, papers, and travel arrangements are managed effectively including producing a daily folder with diary, necessary papers, etc

Conduct weekly diary meetings with the Director of Finance to discuss upcoming

engagements, invitations and other requests

Schedule on behalf of the Director of Finance meetings between him and his direct reports, committees and groups to which he is a member

Coordinate travel and accommodation requirements in connection with official engagements for the Director of Finance to match his requirements

Tabulate and retrieve Director of Finance's official expenditures and claims

Filter general information, queries, phone calls and invitations to the Director of Finance by redirecting or taking forward such contacts as appropriate

Manage the process of calling for briefing the Director of Finance from start to finish to ensure that he is fully prepared for all engagements

Keep and maintain an accurate record of papers and electronic correspondence on behalf of the Director of Finance

Draft, type and dispatch all the Director of Finance's correspondence

Minute general meetings as required and complete research on behalf of the Director of Finance

Keep and retrieve files

Ensure guests meeting with the Director of Finance are well taken care of

In addition to the above duties, the Administrative Assistant may be required to perform other related or unrelated duties based on the Hospital's needs

Requirements

Desirable skills, knowledge and experiences

A Bachelor's Degree in a relevant field

Master's degree in any field is an added advantage

A minimum of five years' experience in administration/public relations roles at a senior level

Demonstrable experience in an administration/executive assistant/PA role in a highly

pressurized environment requiring tact, judgment and discretion in handling internal and external contacts

Experience of diary management/researching and booking of travel and accommodation

Experience of successfully working with senior management

Experience of working as an executive assistant in government or multinational private sectors will be an added advantage

Must be proficient with the keyboard and IT applications; short-hand and excellent typing skills- Good computer literacy, speed and accuracy essential. (MS Office, Excel, PowerPoint)

Critical Competencies

Bright, confident and presentable personality

Attention to detail and deadlines

Ability to filter information and assess priorities

Ability to think ahead and anticipate needs before they arise

Ability to exercise discretion in dealing with confidential or sensitive matters

Excellent organizational skills

Excellent communication skills, both verbal and written

Professional telephone mannerisms

Willingness to work in a Christian and multicultural environment

Flexible and mature approach with ability to work unsupervised

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