

## Executive Assistant at Magnia

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Company: JobWebKenya

Location: Kenya

Category: other-general

### Job Description

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Magnia is a strategy-first branding and communications consultancy that works with social impact organisations operating in emerging economies. The organisation is headquartered in Dubai and has teams in Nairobi and Addis Ababa.

The majority of our current work is with African-led organisations, which includes foundations, philanthropic advisory firms, NGOs and family offices, that are focused on creating impact across the continent, as well as in their own countries. We develop brand communications strategies and implement systems, automations and processes that enable teams to grow awareness, capacity and resources.

### The Position

We are looking for a talented administration and executive assistant with a background working with social enterprises and/or the nonprofit sector to provide administrative support to the company and its executive team. The ideal candidate must be detail-oriented, adaptable, and capable of handling multiple tasks and responsibilities simultaneously and managing projects effectively.

They must also have excellent communication and interpersonal skills (both written and verbal) to interact with various stakeholders, and the understanding of online tools and software for internal communications, such as Google Workspace and Slack. The position will be split between two key areas of responsibility; administrative support for the company, and high-level support and schedule management for the executive team.

In addition, the position will naturally become an important representative of Magnia, as they will attend client meetings (in-person and via Zoom) to document talking points and support the team in their project management of existing client projects.

### **Key Responsibilities**

Drafting work and reports – draft documents, prepare reports, presentations, and correspondence to support the executive team for business meetings or project deliverables.

Meeting minutes – sit in on team and client meetings to take notes and create action points to support project management.

Client project support – liaise with client team members to help achieve tasks for specific projects, virtually and in person (in Nairobi).

Plan travel and meetings – research and present suitable flights, travel and hotel arrangements for executives' travel, and for team members going on field trips; make bookings and catering arrangements for in-country business meetings.

Basic bookkeeping and payroll support – document expenses and work with the accountant to ensure they are recorded and reimbursed; review invoices from consultants and subcontractors and ensure they are complete and correct before presenting them to the Managing Director; prepare pay slips for consultants and subcontractors after monthly payroll; review and prepare payments for suppliers.

Recruitment support – assist with the company's hiring requirements by sorting through job applicants, managing the candidate pool on LinkedIn, and shortlisting and screening candidates.

Research – conduct research and gather information on specific projects or topics, as required by the executive team.

Systems, processes and filing – help the business run smoothly by ensuring all team members are comfortable with and trained on policies and company tools, such as Google Workspace, Slack and Notion; ensure that the online folder system is structured and labelled correctly, and that all team members are trained using appropriate 'folder hygiene'.

CRM support – manage the upkeep of company databases (such as media, contacts, subcontractors and creative professionals) by ensuring company procedures are being

implemented; support the new business pipeline management by ensuring outreach and follow up schedules are upheld.

### **Skills and Qualifications**

Bachelor's degree

Minimum of 4 years of corporate experience in administrative roles

Experience working in (or an understanding of) the nonprofit and/or social sector

Impeccable English-language writing skills

Familiarity or experience working with Google Workspace (Google Drive, Calendar, Docs, Sheets, Slides)

Familiarity or experience working with Google Meet and Zoom

High attention to detail and passionate about brand standards

Capable of working well as part of a team and independently, whilst remote

### **Contract and Remuneration**

The role would ideally be based in Nairobi, Kenya, but we are willing to consider remote work opportunities for the right person based in Sub-Saharan Africa or the UAE. We are offering a competitive market remuneration package depending on experience, suitability and respective market standards.

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