

Executive /Personal Assistant at Adanian Labs

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Company: JobWebKenya

Location: Kenya

Category: other-general

Job Description

Adanian Labs as a #VentureBuilder or #Venture Studio means we are using our unique positioning to create and spearhead the sharing economy for Africa by building a socio-economic ecosystem revolving around the sharing of resources, shared creation, production, distribution, trade and consumption. We are an AI, Blockchain, and Smart Technologies Venture Studio that builds, nurtures and scales impact-driven tech startups across Africa.

Responsibilities

Assists the CEO with daily administrative duties and completes a broad variety of administrative tasks that include managing an active calendar of appointments; completing expense reports; composing and preparing correspondence; arranging complex and detailed travel plans, itineraries and agendas and compiling documents for meetings.

Assist in the management and organization of the CEO's calendar by scheduling appointments, meetings, engagements, and daily activities, including running errands.

Manage and coordinate travel for both business and personal arrangements.

Spend time and become familiar with all aspects of business and residence.

Assist in screening calls, emails, transmittals, and visitors.

Prepare agendas, attend meetings, and transcribe correspondence from handwritten notes.

Coordinate onsite meetings, luncheons, coffees, in-house events, and campaigns.

Assist in file organization

Assist in CRM input and editing (customer relation management).

Coordinate direct email campaigns (or ability to learn email campaigning).

Greet and check-in clients and other guests for meetings and events.

Perform a variety of office and personal errands and Coordinate and manage vendors and contractors at the office and/or residence.

Manage travel arrangements for the business and personal activities of the CEO.

Skills and Qualifications

Excellent communication skills and Exceptional people skills

Detail-oriented and Keen to learn

Excellent organizational skills and Working professionally

Excellent problem-solving skills and Excellent management skills

Must be flexible and willing to work extra time during busy times and on call during weekends and after business hours.

Thrive in an intense, do-it-yourself, start-up environment.

Ability to work well within a cross-functional team environment and diverse communities.

5 years experience as an Executive / Personal Assistant

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