

## Facilities & Projects Assistant at NCBA Group

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Company: JobWebKenya

Location: Kenya

Category: other-general

### Job Description

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The new NCBA has harnessed the power of both NIC and CBA to create a bank that brings together the best of both worlds from cutting edge mobile banking to good old-fashioned relationship management; from scalable business banking to financial services that grow as your business does; from best-in-class choice of products to investment solutions tailored to your specific needs.

### Job Purpose Statement

This role is responsible for supporting the management of the premises facilities and construction projects within the set timelines, budget, standards and organizational policies and procedures.

### Ideal Job Specifications

#### Academic:

A Degree in Building/Land Economics, Real Estate, Quantity Surveying or Construction Management or Electrical/Mechanical Engineering or related field.

#### Professional:

Good understanding of the banking industry

Practical experience in use of MS Word, Excel, PowerPoint, Outlook and Internet.

Proven Project & Facilities Management experience

Experience in Health & Safety matters/ training is an added advantage

**Desired work experience:**

At least three years' experience in a similar role.

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