

## General Assistants – 4 Positions at AAR Healthcare Kenya

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Company: JobWebKenya

Location: Kenya

Category: healthcare-practitioners-and-technical

### Job Description

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AAR Healthcare is currently one of the largest providers of outpatient healthcare services in East Africa, with a network of 21 clinics across the country and serving over , clients annually from across the social divide. At AAR Healthcare, we employ experienced medical and management staff, and use internationally approved disease management protocols and drug formulary supported by the state of the art information technology systems to provide consistent treatment for our clients from anywhere in East Africa.

### Overall purpose of the job:

Reporting to the Health Centre Manager, the incumbents will provide general office support at the outpatient centre

**Locations** : Nairobi, Western Coast and Central Regions

### Key responsibilities:

Kitchen inventory and equipment management

Maintainance of a clean work environment and general office support

Implementation of infection prevention and control within the outpatient centre

Preparation of refreshments

### Position requirements:

K.C.S.E certificate and a certificate in housekeeping or a related field

Housekeeping, basic arithmetic and fire safety awareness

At least 6 months experience in housekeeping

Food handling certification

ICT competency

Good customer service skills

Self motivated and a team player

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