

Office Administrator at Control Risks

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Company: JobWebKenya

Location: Kenya

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Job Description

(adsbygoogle = window.adsbygoogle || []).push({}); Control Risks exists to make our clients succeed. We are a specialist risk consultancy that helps to create secure, compliant and resilient organisations in an age of ever-changing risk. Working across disciplines, technologies and geographies, everything we do is based on our belief that taking risks is essential to our clients' success. We provide you with the insight to focus resources and ensure you are prepared to resolve the issues and crises that occur in any ambitious global organisation. We go beyond problem-solving and give you the insight and intelligence you need to realise opportunities and grow. From the boardroom to the remotest location, we have developed an unparalleled ability to bring order to chaos and reassurance to anxiety.

About Job

Control Risks is a specialist risk consultancy that helps to create secure, compliant and resilient organizations in an age of ever-changing risk. Working across disciplines, technologies and geographies, everything we do is based on our belief that taking risks is essential to our clients' success.

We seek a highly motivated and seasoned professional with creativity, initiative, teamwork and office management skills to lead our Nairobi office admin function.

Tasks and Responsibilities

Ensure all internal and external regulatory and legislative processes are in place with regular tracking and follow up on introduction of new legislative processes.

Ensuring the office environment and procedures meet health and safety DOSH regulations by carrying regular risk and general assessment within the office.

Ensure timely processing of expatriate's work permits and special pass to the point they are issued with alien cards including support on visa applications, flights bookings and accommodation for consultants, visitors and new joiners.

Lead on managing the company's compliance on vendor and subcontractor vetting processes to ensure company policies and standards are met.

Comply with the DRAD policy by reviewing all the data stored following the global strategy on shared drive.

Information and clear desk policy-Constant reminder to the team on the clear desk policy and adherence to ensure compliance and avoid information security breach (Ensure security, integrity and confidentiality of data)

Business Continuity Plan for the Nairobi hub Update and regularly test the Business continuity plan (BCP) to identify weaknesses, gaps and areas of improvements.

Update risk register with the current emerging issues that could affect the business.

Manage all the group and local insurance policies.

Management of the company employee pension scheme with onboarding and regular updates on employee statements handling Q&A raised.

Support timely preparation and submission of periodic inventory reports: coordination of physical verification of inventory items.

Assist on briefing new joiners, orienting them on company policies, behavioural expectations and settling them in the office.

Maintaining of all employee records including but not limited to employment contracts, personal details forms.

Supervise the administration support team (Receptionist,2 Drivers and the office cleaner) in the facilitation of day-to-day operations.

To undertake ad-hoc administrative tasks as and when required.

Management and maintenance of local site facilities and local supplier contracts.

Any other duties as may be delegated by the supervisor.

Requirements

A degree in security or business field qualification or its equivalent.

At least 10 years' experience in a busy international company' admin office.

Ability to quickly understand and assimilate information, and determine what action is required.

Prior experience of interacting with a variety of internal and external stakeholders (including clients).

Knowledge of local employment and business compliance regulations.

Good knowledge of Microsoft Office tools such as Word, Excel and PowerPoint.

Highly developed communication skills – written and verbal.

Fluent in English and Kiswahili

Benefits

Control Risks offers a competitively positioned compensation and benefits package that is transparent and summarised in the full job offer.

We operate a discretionary global bonus scheme that incentivises, and rewards individuals based on company and individual performance.

Control Risks supports hybrid working arrangements, wherever possible, that emphasize the value of in-person time together – in the office and with our clients – while continuing to support flexible and remote working.

As an equal opportunity employer, we encourage suitably qualified applicants from a wide range of backgrounds to apply and join us and are fully committed to equal treatment, free from discrimination, of all candidates throughout our recruitment process.

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