

Office Manager at CrossBoundary

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Company: JobWebKenya

Location: Kenya

Category: other-general

Job Description

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CrossBoundary is a mission driven investment firm committed to unlocking the power of capital to make a strong return while creating a lasting difference in frontier markets.

CrossBoundary is recruiting an Office Manager

The Office Manager will provide administrative and operational support to the Nairobi office.

The ideal candidate will have a proven track-record of excellence in office management, with strong planning skills and business management principles. We are looking for a candidate with previous experience working in a fast-paced office environment, performing office and events management, and providing support to a highly diverse team.

Who We Are

The CrossBoundary team is a unique group of people who are genuinely excited by the opportunity to make a difference in some of the most challenging and exciting markets in the world. Team members come from diverse backgrounds but share several qualities: curiosity, humility, integrity, a drive for excellence, and a bias for action.

Who You Are

Excellent in written and verbal communication

Excellent in customer service

Proactive problem solver and possess a meticulous attention to detail

Strong organizational skills that reflect ability to perform and prioritize multiple tasks

seamlessly

Proven ability to work in a fast-paced environment and stay calm under pressure

Solid working knowledge of office processes, computer software, and electronic communications tools

Primary Responsibilities

Perform a range of staff and/or operational support activities; may serve as a liaison with other departments on administrative and/or operational matters.

Overseeing the work of all office management employees to ensure they work productively and meet deadlines and company standards.

Responsible for recruiting the office administrative staff; supporting onboarding and providing relevant training to the new employees.

Creating and maintaining the office budget and ensuring all team members follow it.

Ensure operation of office equipment by completing preventive maintenance requirements; calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques.

Overseeing the management of office supplies, the ordering of new stationery, furniture, appliances, and electronics as required.

Liaise with facility management vendors, including cleaning, catering, and security services.

Manage relationships with vendors, service providers, and landlord, ensuring that all items are invoiced correctly and paid on time.

Reporting office progress to senior management and working with them to improve office operations and procedures.

Responsible for managing office services by ensuring office operations and procedures are organized, correspondences are controlled, supply requisitions are reviewed and approved, and that clerical functions are properly assigned and monitored.

Responsible for developing and implementing office policies by setting up procedures and

standards to guide the operation of the office.

Participate actively in the planning and execution of company events.

Maintain a safe, secure, and pleasant work environment

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