

Operations Administrator at Corporate Staffing

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Company: JobWebKenya

Location: Kenya

Category: other-general

Job Description

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Corporate Staffing Services is a leading recruitment agency in Kenya providing complete recruitment services. In the last ten years we have been partners to local and foreign businesses looking to hire Kenyan professionals. We have recruited for diverse clients in different sectors and industries.

Responsibilities

Manage day to day operations and product responsibilities.

Maintain effective business operations.

Managing stock control and inventory checks.

Communicating changes in an order process to relevant parties

Managing health and safety regulations programs.

Supervise and coordinate company logistics.

Prepare comprehensive reports and presentations on a regular basis.

Monitor and ensure compliance of all policies and procedures.

Supervise staff and include periodic performance evaluations.

Reviewing workloads and manpower to ensure targets are met.

Supporting all functions of the business to work together.

Scheduling meetings and appointments.

Manage HR back-office operations, including compliance with all employment laws & regulations

Facilitate staff recruitment process like payroll and leave systems

Maintenance of office equipment and supplies

Procurement Management

Manage general office admin correspondence

Handling company insurance program

Manage company travel arrangements

Manage all outsourced services

Events Planning and Management

Supervise Catering services

Vendor management and maintenance of relevant data

Handling interdepartmental administrative issues

Qualifications & Experience

A Bachelor's degree in any related field from a recognized university

At least five years of experience in an office administrative position including working knowledge in HR.

Must possess excellent communication and interpersonal skills.

Must demonstrate the ability to move with speed and handle multiple tasks at once.

Strong prioritization and administrative skills

Ability to meet pressing deadlines, collect data, and communicate it in a comprehensive

report.

Systems (HRIS), Microsoft Office Suite, especially Excel, and demonstrated skills in database management and record keeping

Professional qualifications in Human Resource Management would be added advantage

Good working knowledge of Kenya Labour Laws and Regulations

Strong organizational and administrative skills

Excellent Customer Experience and planning skills

Excellent computer skills

Must be keen to detail.

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