

Operations Executive at Frank Management Consult Ltd

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Company: JobWebKenya

Location: Kenya

Category: other-general

Job Description

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Frank Management Consult Ltd is an international management consulting agency. We work with major companies, raising their performance, driving their strategies and enhancing their productivity.

Roles & 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 with 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 processes 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

Minimum Requirements:

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

5+ years of experience in office Operations: Administration, Procurement, & HR management

Strong prioritization and administrative skills

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's Labour Laws and Regulations

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