

Personal Assistant at Corporate Staffing

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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

Articulate in organizing and maintaining director's diaries and making appointments

Dealing with incoming emails, faxes, and posts, often corresponding on behalf of the director.

Producing documents, briefing papers, reports, and presentations.

Organizing and attending meetings and ensuring the Director is well prepared for meetings.

Possess strong interpersonal skills to effectively communicate with staff, coworkers, and the general public

Strong organizational skills with good time management and planning skills

Must be able to handle multiple duties in a fast-paced environment

Manages with integrity, honesty, and knowledge that promote the culture, values, and mission of the organization. Minimum Requirements

Good in handling pressures, analyzing and following up on tasks

Has business management experience

Set targets on the director's behalf and has the ability to follow me up in any means to achieve these targets

Qualifications

Bachelor's Degree in Legal Business administration, Accounting, or a related field

Minimum of 3 years experience in the same/similar capacity in a busy organization

Proven work experience as a personal assistant/administrator.

Proficiency in Microsoft Word, Excel, Outlook, and other computer packages.

Possess self-motivational skills in order to achieve goals without close supervision

Must have Legal knowledge.

Good command of the English language.

A discrete and confidential person.

A person who is able to multitask.

Able to drive

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