

## SECRETARY JOB VACANCY

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Company: Trattoria restaurant

Location: Nairobi

Category: management

.We offers our employees the following benefits: 1.Paid holidays 2.Paid medical leave  
3.Retirement accounts 4.Paid vacation and sick time 5.Education assistance6.Working bonus.  
7.Free Accomodation 8.Adnvance salary every date 15 of the month. JOB DESCRIPTION;  
responsible for facilitating communications within an office and fielding interactions with the  
public. Their duties include answering and redirecting phone calls, scheduling meetings and  
providing personalized support for other employees in their office. REQUIREMENTS AND  
SKILLS: answering calls, taking messages and handling correspondence maintaining diaries  
and arranging appointments typing, preparing and collating reports filing organising and  
servicing meetings (producing agendas and taking minutes) managing databases  
prioritising workloads implementing new procedures and administrative systems liaising with  
relevant organisations and clients coordinating mail-shots and similar publicity tasks logging or  
processing bills or expenses acting as a receptionist and/or meeting and greeting clients if  
more senior, recruiting, training and supervising junior staff.

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