

Designation: Administrative Secretary.

Job Group: Fabian 07.

Department: Operations.

1) Group Remuneration: -

1. Basic Salary: 60,000 × 2,100 - 62,100 × 2,174 - 64,274 × 217 - 66,523 × 2,328 - 68,851
2. Housing Allowance: 6,000 × 210 - 6,210 × 217 - 6,427 × 225 - 6,652 × 233 - 6,685
3. Commuter Allowance: 9,000 × 315 - 9,315 × 326 - 9,641 × 337 - 9,978 × 349 - 10,328

2) Minimum Requirements: -

1. Holders of a Kenya National Identity Card.
2. A valid Certificate of Good Conduct from the Kenya National Police Service.
3. A valid Clearance Certificate from the Ethics and Anti-corruption Commission.

3) Specific Requirements: -

1. Diploma in Secretarial Studies.
2. Professional Masterclass for Executive Secretaries and Personal Assistants lasting not less than 2 weeks.
3. Professional Certificate in Records Management lasting not less than 2 weeks.
4. Proficiency in the use of Microsoft Windows and Microsoft Office.
5. Three (3) years continuous work experience as an Administrative Secretary or Personal Assistant.

4) Job Description: -

1. Shall report to the Supervisor: Front Office.
2. Shall undertake duties and responsibilities below in accordance with company policies and standard operating procedures, i.e.: -
 - a) Handle and manage all incoming and outgoing correspondence, including emails, letters, and phone calls.
 - b) Maintain and update the filing system, ensuring that all documents are properly organized and easily accessible.
 - c) Schedule and coordinate meetings, conferences, and travel arrangements for the management team.
 - d) Prepare and distribute meeting agendas, minutes, and other necessary documents.
 - e) Assist in the preparation of reports, presentations, and other business documents.
 - f) Welcome visitors and direct them to the appropriate person or department.
 - g) Manage and maintain office calendars, schedule appointments and remind employees of upcoming events or activities.