

KAKUZI PLC

Vacancy for Receptionist

KAKUZI PLC wishes to recruit an experienced, highly motivated and pro-active Receptionist to be based at its Main Office in Makuyu.

Reporting to the Administration Manager, the successful applicant will be responsible for the day-to-day running of the front office as well as assist in carrying out administrative tasks.

Main tasks include:

- Receiving and directing company visitors.
- Ensuring effective operation of the switchboard.
- Mail management- receiving and dispatch of mail to the respective offices and to courier services.
- Typing, taking care of company photocopiers and stationary stores.
- Assist with insurance correspondence and Work Injuries Benefits Act matters.
- Assist with the compilation of Monthly report statistics.
- Prepare monthly vehicle utilization reports.
- Any other any other duties as may be assigned from time to time.

Minimum qualifications and competencies

- Diploma in Business Administration
- Secretarial training
- 3 years' experience in handling a reception, administration and secretarial work.
- Well-developed customer relations skills
- Proficient in computer applications
- High degree of integrity and confidentiality
- Be a team player with great interpersonal skills

If you meet the above requirements, please send your CV, cover letter and relevant certificates and testimonials to the below address by **22nd November 2017**.

The Finance and Administration Manager

KAKUZI PLC

PO Box 24 –01000

Thika

Recruitment@kakuzi.co.ke

Please note, only shortlisted candidates will be contacted