

Admark Enterprises Limited seeks to recruit competent and result-oriented persons to fill the following vacant positions.

OFFICE ASSISTANT

The role of this position is to ensure that the office environment is safe, healthy and kept to high standards and to provide support services to the company.

Terms

- 3-year contract
- Renewable

Responsibilities

- Ensure cleanliness of Company's offices;
- Assist in arranging for in house events such as meetings/workshops (arranging furniture, boards, charts, stationery and re-arranging after completion;
- Moving or carrying office equipment, furniture and ensuring orderly arrangements;
- Clean the kitchen equipment/items and take care of kitchen items as per inventory while maintaining a hygienic kitchen environment;
- Provide support services, which include distribution of correspondence, dispatch mail and documents to the post office and other destinations;
- Prepare and serve tea to staff and other office stakeholders as instructed;
- Collecting and disposing waste including papers and ensure general disposal of litter;
- Undertake day-to-day errands as may be required; and
- Assist in photocopying and documentation tasks and participate in basic filling of documents

Qualifications

For appointment to this grade, a candidate must have:-

- KCSE D Plain and above;
- Certificate in Customer care, Secretarial studies or equivalent qualifications from a recognized institution; and Certificate in computer application
- Holding a driving license is an added advantage
- Being a motor bike rider is an added advantage

In addition to the above requirements, the person must have the following skills:-

Functional Skills

- Communication;
- Self-driven; and
- Stress tolerance
- Excellent computer skills

Behavioral Attributes

- Team player; and

- Ability to work in a multi-cultural environment

How to Apply

Interested and qualified candidates are invited to make their applications attaching **COPIES** of the following documents:

- National Identity Card;
- Academic and Professional Certificates;
- Any supporting documents and testimonials;
- Detailed CV
- Application letter
- Certificate of good conduct

Interested and qualified candidates are invited to make their applications as follows;

Completed applications should be submitted on email through hr@admark.co.ke on or before **21st October, 2021**.

N.B.

- **Only shortlisted** candidates will be contacted