

EASTERN PRODUCE KENYA LIMITED

EASTERN PRODUCE KENYA LIMITED is looking for a smart working, focused and result oriented individual to fill the following position:

POSITION: ADMINISTRATIVE ASSISTANT – NAIROBI OFFICE -REFERENCE: EPKNBO-29/04/2019 /001

The candidate will be based at our **Nairobi Office**. He or she will be responsible for all administrative matters in Nairobi office. He or she will be expected to drive the administrative matters in an effective, efficient and professional manner.

MAIN TASKS WILL INCLUDE:

- Monitor and manage productivity and effectiveness of the direct reports
- Ensure the petty cash payments and reimbursements are done in accordance with the company's policy & procedures in terms of
 - Reconciliation of the cash imprest.
 - Arranging for authorised cheque and collecting of cash float from the bank
 - Liaising with Confidential Secretary regarding sitting allowances and other premiums as and when required.
 - Recording all transactions on iScala i.e. receipts and payments
 - Timely payment of all claims
- Procure office supplies in accordance with the Company policy and procedures by raising orders for all purchases and services and ensuring proper documentation of all Group purchases
- Receipt and Issuance of stationery at all times ensuring that all receipts and issues are properly documented, charged out and entered into the iscala system.
- Receiving and verifying all supplier invoices
- Preparing and processing the invoices on iScala system
- Making journal entries manually and also on iScala system.
- Ensure stock takes are done on a weekly and monthly basis accordingly
- Ensure that the stationery stocks are monitored and records are kept in an accurate manner and updated timeously.
- Receive, sort and deliver incoming mail
- Dispatch outgoing mail via courier service or otherwise on a daily basis.
- Liaise with Administration Manager and arrange for archiving of Nairobi Office records
- Manage photocopiers by supplying paper timeously, taking daily meter readings, ensuring repairs/services are done on time, ensuring users are invoiced and journal entries are done accordingly on the photocopies taken.
- Ensure the Nairobi Office is kept clean and tidy
- Ensure tea/coffee/water or other refreshment is provided for staff and refreshments provided for visitors as and when required.
- Assist in the procurement of vehicles and household items under the various Company Vehicle and Furniture Schemes.

SPECIFICATIONS & EXPERIENCE

- Have tertiary qualification with a minimum of Diploma in Business Management/Administration or equivalent. A degree in Business Administration will be an added advantage.
- A minimum of 3 years' experience in a similar administrative position.
- Have excellent interpersonal skills and be able to multitask.
- Have a high level of integrity and confidentiality.
- Be keen and have attention to details competency
- Be computer literate

If you meet the above requirements, please send your CV, cover letter and relevant supporting certificates to the below email address indicating the position and reference above in the email subject by **4pm of 13th May 2019**

Recruitment@easternproduce.co.ke

Please note only shortlisted candidates will be contacted.