

EXCITING CAREER OPPORTUNITY

Mombasa Water Supply and Sanitation Company LTD, is a public water utility company fully owned by the County Government of Mombasa and with a mandate to provide water and sanitation services in Mombasa County is seeking to recruit a self-driven individual in the following position:

Office Administrator: Ref: MWSSC/HR/007/2021)

Department: Managing Director's Office
Job Group: 5
Reporting to: Managing Director
Supervising Office Assistant

PURPOSE OF THE JOB

To support the Managing Director's activities and ensure the smooth running of the Managing Directors office.

KEY DUTIES AND RESPONSIBILITIES

- ✓ Accurate handling of the MD's dairy
- ✓ Ensure smooth flow of information to and from the office of the Managing Director
- ✓ Ensure security of the office documents and equipment.
- ✓ Keeping and filing of confidential documents
- ✓ Maintain the Board of Directors and Managing Director's records
- ✓ Organize air travels and bookings for Board of Directors, Managing Director & Staff.
- ✓ Sort all incoming mails and submit them to the Managing Director for further directives.
- ✓ Manage records including classified materials and registry.
- ✓ Respond to routine correspondences and queries
- ✓ Receive and attend to visitors /Stakeholders
- ✓ Assist in preparing for meeting venues for Board of Directors and management
- ✓ Assist in organizing and managing events
- ✓ Guide and supervise support staff assigned to the Managing Director's office.
- ✓ Assist in liaising with stakeholders

PERSON SPECIFICATIONS

Academic Qualifications

Bachelor's Degree in Business Administration or any Business related field.

Professional Qualifications

- ✓ Computer proficiency is required.

Experience

3 years' experience in a busy working environment.

SKILLS AND COMPETENCIES

- ✓ Sound knowledge of office management systems
- ✓ Good planning, organization and coordination skills
- ✓ Discretion, confidentiality, integrity and professionalism
- ✓ Good interpersonal skills
- ✓ Positive and pro-active attitude towards work
- ✓ Excellent report writing skills
- ✓ Excellent written and verbal communication skills
- ✓ ICT proficiency

TERMS OF EMPLOYMENT

The appointment will be for a contract term of one (1) year renewable subject to satisfactory performance.

Application Procedures and Deadlines

Candidates who meet the above specifications should submit their applications **ONLINE** to **info@mombasawater.co.ke** on or before Monday, 28th day of June 2021. Only shortlisted candidates will be contacted and canvassing in any way will lead to automatic disqualification.

The Managing Director,
Mombasa Water Supply & Sanitation Co. Ltd
P.O Box 1100-80100,
MOMBASA
E-mail address: info@mombasawater.co.ke

MOWASSCO is an equal opportunity employer. Women and people with disabilities are particularly encouraged to apply. Those who will not have heard from us by 5th July 2021 should consider themselves unsuccessful.