

JOB OPPORTUNITY - ADMINISTRATIVE ASSISTANT

NAWASSCOAL is seeking to fill the following Position with an individual who are customer service oriented, qualified and experienced and who seek to be part of a result oriented team.

Specific Duties and Responsibilities:

- Book keeping and filing
- Maintenance of fixed assets register
- Assist in marketing efforts, maintenance of customer records and management of customer and agency relationships
- Assist in procurement of raw materials, office supplies among others
- Administration of Company Databases
- Assist in compiling required performance reports – financial and marketing
- Petty cash management
- Assist in property/ facility management
- Office management duties
- Assist in budget preparation
- Maintain a Company Calendar and schedule appointments
- Schedule in-house & external events

Qualifications and Skills/ Experience Required

- Diploma Holder, preferably a course on business
- At least two years' experience in basic book keeping, administrative duties and some experience selling or customer relationship management
- Computer proficiency in MS Word, MS Excel and MS PowerPoint
- Past experience in briquette production industry is an added advantage

Disposition and Other Competencies

- All rounded background and outlook to be able to handle the varying and cross-cutting roles.
- Self-starter/ takes initiative
- Attentive to detail and
- Organizational skills
- Comfortable dealing with customers
- Eager to learn and grow with a new enterprise

How to Apply

If you believe that you possess the attributes for the above position please submit your written application together with detailed CV (*max 4 pages*), three professional referees, copies of academic & professional certificates, Higher Education Loans Board (HELB) clearance Certificate, Certificate of

Good Conduct, Tax compliance Certificate and Clearance from the Ethics and Anti-Corruption Commission (EACC) including your day time contact and email address to the below address:- **via email** – info@nawasscoal.co.ke

**The General Manager
NAWASSCOAL
P.O. Box 16314- 20100
Nakuru.**

Note: The above should reach him not later than 8th October 2019. Only successful candidates will be contacted.