

Survey of Kenya Along Thika Road Ground Floor P.O Box 30089 -00100 NAIROBI- KENYA	TEL: 0741 088144 EMAIL: estateagentsrb@gmail.com WWW: www.estateagentsboard.or.ke
VACANCY ANNOUNCEMENT – OFFICE ADMINISTRATOR	
Job title: OFFICE ADMINISTRATOR Duration: 1-year contract – Renewable	Supervisor: CEO & Board Location: Nairobi
JOB DESCRIPTION SUMMARY	
We are looking for a reliable Office Administrator Responsible for undertaking administrative tasks and ensuring the rest of the staff has adequate support to work efficiently.	
Key Duties and Responsibilities	
Office Administrator Roles: <ul style="list-style-type: none"> • Welcoming visitors and directing them to the relevant office/personnel • Carrying out general clerical duties such as filing, photocopying, answering/making telephone calls • dealing with emails, reception desk duties, etc. under the supervision of a designated Manager • Performing basic accounting tasks such as invoicing, monitoring accounts receivable, and budget tracking • Maintaining general office files, including job files, vendor files, and other files related to the company's operations • Purchasing office supplies • Overseeing the maintenance of office facilities, and equipment • Track stocks of office supplies and place orders when necessary • Submit timely reports and prepare presentations/proposals as assigned • Proficiency in Minute taking and Supporting line-managers and colleagues • Working as part of a team in delivering services • Providing the highest quality standards in customer service • Maintaining high quality records in a thorough and organized manner • Performing other duties that may be assigned to you by the CEO/Executive Board 	

Academic and Professional Experience

- Diploma in Business Administration OR a related field.
- CPA part 2
- At least 3 years of professional experience in a busy office administration.
- Proficient in a variety of computer software applications including Microsoft Office Suite (Word, Excel, Outlook, and Access).
- Multi-tasking and time-management skills, with the ability to prioritize tasks.

Additional skills and behaviors

- Excellent communication skills both oral and written
- Creative writing
- Excellent interpersonal skills
- Excellent IT skills
- Ability to prioritize and plan effectively
- Experience in handling media relations
- Good analytical skills and problem-solving skills

Behavior

- Excellence under minimum supervision
- Good attitude towards others and work
- Integrity, confidentiality, discipline and punctuality

Applications to be made addressed to The Registrar by sending your CV and all the relevant documents by email to: estateagentsrb@gmail.com. All applications should reach us on or before 11th March, 2022 by 5.00 PM