



Vacancy: Office Assistant

Kenya Association of Manufacturers (KAM) is a business membership organization representing over 750 leading manufacturing and value-add companies in Kenya. The KAM TVET program supports KAM membership to access quality and market relevant skills in line with the agenda of skills-based job creation and increasing manufacturing sector jobs. KAM is seeking to fill the following position: -

Title: Office Assistant - Cleaning and Refreshments **Department:** Finance & Operations Unit
Reporting to: HR & Administration Officer **Supervises:** None
Location: Nairobi **Availability:** Immediate
Contract Type: Fixed Term - One Year contract

Job Purpose: To support KAM office administrative processes by undertaking cleaning and housekeeping services in support of a conducive and ambient work environment at KAM.

Duties and Responsibilities

Specific duties and responsibilities include, but not limited to the following: -

- Clean, organize and maintain the office and common areas daily before official work hours
- To prepare and ensure refreshments are available to the staff members effectively
- Support office and meeting-rooms clearance and setting up in a timely manner
- Ensure steady supply and effective utilization of kitchen and sanitation supplies
- Monitor, report and oversee repairs /maintenance of assets and tools related to health, safety, welfare, ambience, and sanitation at the office
- Ensure staff facilities and equipment (coffee machines, water dispensers etc) are in good working condition always.
- Carry out office disinfection & sanitization as shall be scheduled and /or guided
- Performing general office clerk duties, relieving other clerical staff and running errands as may be assigned
- Aiding with client reception as needed
- Perform any other duties as may be assigned by the supervisor

Requirements and Personal Attributes:

- College certificate or diploma in housekeeping or food and beverages
- Hold a minimum of high school KCSE certificate
- Minimum of 3 years relevant work experience in a busy office setting
- Hold a valid police clearance certificate
- Food handlers' certification is an added advantage
- Understanding of workplace Safety precautions
- Knowledge of Sanitary and Hygiene Regulations and procedures at work place
- Experience as an office assistant or in a related field and ability to write clearly is an added advantage
- Warm personality with strong communication skills.
- Ability to work well under limited supervision and pressure

How to Apply:

Qualifying candidates to complete the online application and submit their CV and Application letter only to hr@kam.co.ke indicating the words "**Office Assistant**" on the email subject line so as to reach us **not later than April 7, 2022**. Click on Link [here](#) to apply: **Shortlisting shall be on a rolling basis and only the shortlisted shall be contacted.**