



VACANCY ANNOUNCEMENT: EXECUTIVE ASSISTANT TO THE CHIEF EXECUTIVE

The Kenya Association of Manufacturers (KAM) is a business membership organization representing over 1200 leading manufacturing and value-add companies in Kenya. KAM has organized its members into 14 sectors for ease of coordination of research and advocacy work. We seek to competitively fill the following position: -

Designation: Executive Assistant to The Chief Executive

Reporting to: KAM Chief Executive

Unit: Chief Executive's Office

Contract Type: Permanent

Location: Nairobi

Reporting date: Immediately

Job Purpose: To provide high-level administrative support for the Chief Executive to ensure the office can efficiently accomplish key tasks and organization's objectives.

Key objectives

- High level of customer service
- Confidentiality of information
- Effective running of the Chief Executive's Office
- High level of accuracy

Duties and Responsibilities

The specific duties and responsibilities will include, but are not limited to the following: -

- Provide first level customer service support, manage the Chief Executive's Office as well as the schedule of the Chief Executive, including internal and external meetings, and local and international engagements, appointments, visitors and meetings.
- Receive, assist, direct, track, monitor and manage internal/external inquiries to the Chief Executive's office.
- Drafting correspondence and/or respond/act on behalf of the Chief Executive's Office.
- Conduct research, prepare reports, and analyze data to assist with the executive's decision-making process.
- Take minutes and, where assigned, represent the Chief Executive's Office in meetings.
- On behalf of the Chief Executive's Office, communicate sensitive information to external sources and senior management and follow up on routine reports to ensure deadlines are met.
- Manage all travel arrangements(s) for the Chief Executive in liaison with the Procurement and Finance section.
- Providing support to the Board and Leadership Team for efficient and effective decision making and taking of Minutes and tracking action items from the meetings.

- Providing enhanced links and relations between the Chief Executive's office and external partners and ensuring the outreach of the Chief Executive's in delivery of services to members through being a point of contact.
- Manage the Chief Executive's Social media profile, petty cash, filing returns, and maintaining records and expense reports /reconciliations.
- Support corporate event planning and other special projects as assigned.
- Performing any other duties as may be assigned by the Chief Executive's Office from time to time.

Qualifications

- Bachelor's degree in communications/ PR /Marketing or Business Administration/Development /Management or their equivalent
- Minimum of 3 years working in a similar role.

Personal attributes:

- Exceptional organizational skills with keen attention to detail.
- Strong interpersonal skills with the ability to build relationships at all levels.
- Proficient in MS Office Suite and familiar with various office technology and software tools.
- Ability to work independently and collaboratively in a fast-paced environment.
- High level of professionalism and discretion in handling confidential information

How to Apply:

- Interested and qualifying candidates to complete the online application form [here](#)
- Submit their CV and Cover Letter which should be in PDF and Labeled with the applicant's First name and Last, then Document e.g., Peter Doe CV or Jane Doe Cover Letter only to hr@kam.co.ke indicating the words "**Executive Assistant**" with the email subject line.
- **The application deadline is 28th February 2025.**