



Position: **ADMINISTRATIVE ASSISTANT**

Reports to: HORN Institute Director

Location: Nairobi

Terms: Full Time

### **ROLES AND RESPONSIBILITIES**

The Administrative Assistant will:

1. Receive visitors by greeting, welcoming, and directing them to the appropriate person or office.
2. Answer and forward incoming phone calls.
3. Receive, sort, and direct emails appropriately on a daily basis.
4. Ensure reception area is tidy and presentable, and has all necessary stationery and material (e.g. pens, brochures, books, bulletins etc.)
5. Order front office supplies, keep inventory, and monitor the stock.
6. Performing other receptionist duties such as filing and photocopying.
7. Help to maintain the Institute's contact lists.
8. Remind, collect, and file Weekly Plans every Monday, and Weekly Reports every Friday, from staff.
9. Assist in receiving and dispatching deliveries.
10. Assist in ensuring proper storage of all Institute's material e.g. books, bulletins, policy briefs etc.
11. Offer any other administrative support across the organization.
12. Any other duty assigned by supervisor.

### **QUALIFICATIONS AND EDUCATION REQUIREMENTS**

The following minimum qualifications are required:

1. Hold an undergraduate degree from a recognized institution of higher learning in Business Administration or its equivalent.
2. Excellent oral and written communication skills.
3. Computer literacy.
4. Good organizational skills.
5. Attention to detail.

### **APPLICATION PROCEDURE**

Please send your Curriculum Vitae and cover letter to **info@horninstitute.org**.

**Note:** Selection of applicants to this position is competitive and done on an ongoing basis.