



Receptionist

Our client is looking to recruit a receptionist for their busy office.

Role description

- The Receptionist will be a key front-facing personnel who will man the front desk and receive all guests of company in addition to various other duties as directed
- This is an entrepreneurial role in a recently formed company with the opportunity to take on board significant responsibilities and grow into other roles

Duties

- Man the company front desk and receive all guests of the company
- Coordinate the company calendar and meetings
- Manage the purchasing and delivery of office supplies
- Coordinate bill payments and manage all vendors for the office
- Coordinate all mailing processes of the company
- Oversee the cleaning of the office and coordinate minor repairs as the need arises
- Manage the digital marketing channels of the company, including preparing brochures and other marketing collateral whenever the need arises

Minimum requirements

- Self-starter who is comfortable working in entrepreneurial environments and dealing with large teams of individuals with varied educational and professional backgrounds
- At least 5 years of experience in a formal office environment handling similar responsibilities
- Minimum of Degree/Diploma from a recognised higher learning institution
- Strong writing capabilities and a demonstrated ability to write reports
- Strong digital proficiency
- Familiarity with digital design tools such as Adobe Photoshop
- Proficiency in English and Kiswahili

Interested candidates to send CV with the role as the email subject and in the email body, include application, your notice period, current and expected salary.

Email: cvs@houstonconsult.com

Deadline: Monday 3rd November 2024, 5:00pm