

**POSITION PROFILE: Office Assistant**

Job Title	Office Assistant – Two (2) Positions
Reports to	Administration Officer III
Grade	NACC 9
Department	Finance and Administration
Business Purpose/Objective	Responsible for providing office support services through provision of basic clerical, hospitality and support tasks within NACC.
Accountabilities (Responsibilities)	
a) Carry out routine checks of health and safety situations in the office. b) Ensure safety of the kitchen and provide of refreshments in the office c) Operate office equipment and complete general office work d) Run errands, deliver materials or publications to designated areas e) Load vehicles with materials, deliver and pick material from designated areas f) Perform other miscellaneous duties assigned.	
Educational	<ul style="list-style-type: none">• Have passed the Kenya Certificate of Secondary Education with at least a D + (plus) or its accepted equivalent;• Physically fit;• Able to meet deadlines and work past normal working hours;• Have elementary skills in machine operations and/or office duties;• A team player with ability to perform with minimum supervision;• High levels of integrity, well-disciplined or well-grounded individual.• Candidates with experience or certification in hospitality shall have an added advantage
Experience	This is an entry level job and candidate must be willing to learn and exhibit passion for customer care and hospitality
Key competencies	<ul style="list-style-type: none">• Social & Emotional intelligence• Patience• Keen listener