



## THREE GREEN APPLES CONSULTING

*Keeping Business Simple*

### CAREER OPPORTUNITY

# OFFICE & TRAINING ADMINISTRATOR

*are you a great administrator and an engaging individual?*

Three Green Apples Consulting is looking to recruit an Office and Training Administrator to join the team. Reporting to the Managing Consultant and working closely with the team; the Office and Training Administrator will be responsible for:

#### Key Responsibility

- Training administration: update the training calendar; obtain approvals from various professional bodies; work with the designers to create training brochure; market the various training programs; register participants; invoice and manage the payment process; set up for various training programs; prepare the requisite material and support facilitators execute the programs as required.
- Receptionist services: receive and respond to calls, emails and letters; dispatch documents; receive visitors and attend to them with courtesy. Provide refreshments as required.
- Diary and Meeting/Appointment management: update the office diary daily, reconfirm all appointments and prepare for the meetings accordingly; arrange the logistics; record and share minutes; prepare presentations, etc., in support of the meetings.
- Supplier Management: manage relationship with suppliers; implement structured ways of working with them that are cost effective and efficient.
- Book keeping: preparing and sending invoices and receipts; accounting for petty cash; banking and reconciling expenditure.
- Records management: maintain updated and accurate electronic and physical files and records; ensure confidentiality and accessibility as appropriate. Maintain an update contact database for the organisation.
- Reports and Presentations: prepare reports and presentations as required on an ad-hoc, weekly, monthly, quarterly and/or annually.
- Supervision: supervise the cleaning of the office; guide and direct the driver on deliveries, collection and purchase of office suppliers; and work with outsourced service providers of accounting and IT services to fulfil their mandate.
- PA to the Managing Consultant: manage the MC's diary, appointments and travel arrangements and provide support for engagements with other organisations and responsibilities.

#### Requirements

- A minimum of 5 years' experience gained working in a front office and/or administration role with similar responsibilities in a small or medium sized company.
- A diploma in administration or similar discipline.



- Highly organised: works systematically; follows process and pays attention to detail. Very strong at follow up and follow through.
- Good manager of time; focuses on deliverables and keeps colleagues and stakeholders apprised of progress and challenges.
- Curious; interesting in how things work and why and looks for ways to improve to become more efficient and effective in areas of responsibility.
- Self-driven and self-managed: can deliver without close supervision; able to take initiative and drive own delivery and excellence.
- Mature and self-confident; makes informed decisions, is assertive when required, and can easily engage with people at all levels of society diplomatically and with tact whilst maintaining their position.
- Highly conversant with Microsoft Office productivity tools: MS Word – particularly formatting and editing documents; MS Excel – updating worksheets; MS PowerPoint – prepare advanced presentations.
- Conversant with digital media platforms.
- Unquestionable integrity

**Remuneration:** The salary offered for this position is KShs 30,000 gross salary, negotiable depending on experience, plus medical insurance for self and family and provision of lunch. Training and development will be provided for professional and career growth.

If you are interested in the above position and meet the above criteria, please send in your application via electronic mail to [recruitment@tgagroupea.com](mailto:recruitment@tgagroupea.com) attaching a full résumé / curriculum vitae in Microsoft Word Document (.doc /.docx) format.

Your application should reach us on or before **Thursday 6<sup>th</sup> April 2017**. Interviews will commence on Tuesday, 11<sup>th</sup> April 2017 for successful applicants.

*Please Note: **We do not charge** individuals any fee to accept or hold their applications in our database. We therefore do not accept any applications from agencies who charge their clients for submitting their resumes*