

JOB VACANCY

JOB TITLE: Office Attendant

JOB SUMMARY:

To keep the Office Clean and tidy, deliver messages and packages within the office and performing miscellaneous duties such as making small purchases on behalf of the office and serving refreshments to staff and guests.

KEY RESPONSIBILITIES:

- Ensure that the offices are clean and tidy all the times.
- Ensure orderly arrangement of furniture, equipment and machines of the office.
- Collect and deliver mail, parcels within the office premises.
- Prepare and serve refreshments and ensure that the kitchen is always kept clean.
- Ensure that materials used to execute office duties are available and in good condition.
- Any other duties as may be assigned from time to time.

REQUIREMENTS:

Certificate in related field

At least 3 years of experience as an office Attendant

Integrity and trustworthiness

Maturity (mature outlook as opposed to age)

Respect for others

Ability to communicate both in English and Kiswahili

APPLICATION INSTRUCTIONS:

If you believe you are the right candidate for this job, submit a cover letter and current Resume with three referees to vacancies@jamiiforums.com.

DEADLINE:

All applications must be submitted before the end of 13th January 2023.