



VACANCY ANNOUNCEMENT OFFICE RECEPTIONIST

Organization	Adeso - African Development Solutions, www.adesoafrica.org
Position Title	Office Receptionist
Reporting To	Senior Operations Officer
Working With	All Adeso Staff
Program/Duty Station	Nairobi, Kenya
Duration	One (1) Year Renewable
Starting Date	Immediately

ORGANIZATIONAL CONTEXT

Adeso, formerly known as Horn Relief, is an expanding and vibrant African based international development and humanitarian organization. At Adeso, we work with African communities who are yet to realize their full potential; working inside these communities to create environments in which Africans can thrive. Our belief that economic, social and environmental security is the bedrock of a healthy community drives the nature and intent of our programming. We work to prevent and overcome situations that adversely affect community well-being by: reinvigorating the economy, developing skills for life and work, providing humanitarian aid, and influencing policy.

For the past 20 years we have strengthened rural livelihoods through environmental awareness, training, technology transfer and innovative humanitarian projects in pursuit of a peaceful, self-reliant, and greener future.

Adeso is an exciting and dynamic organization experiencing managed rapid growth. It offers sound employment conditions with opportunities for personal growth and development.

SPECIFIC ROLES AND RESPONSIBILITIES

- Front office /Reception management including guiding and welcoming visitors, answering calls, responding to enquiries, taking/relaying messages etc.
- Ensure that office supplies are ordered and stocks updated in a timely manner in liaison with the Office Manager.
- Ensure that the office runs smoothly, specifically overseeing the management of stationery supplies in liaison with the Office Manager.
- Maintain and update on a monthly bases an in-out inventory of all stationary supplies once delivered to the office.
- Oversee the ordering and management of the kitchen supplies.
- Maintain and update on a monthly bases an in-out inventory of all kitchen supplies once delivered to the office.
- Tracking movement of documents in and out of the organization through the management of a register logbook.



- Process and manage the payments for Operations/Logistics department as required.
- Perform general clerical duties to include but not limited to: photocopying, faxing, mailing and filing.
- Assist in preparation for meetings and management of the meeting and conference facilities at Adeso HQ.
- Manage meeting and other arrangements for staff as and when required.
- Any other duties as assigned.

SKILLS AND QUALIFICATIONS

Required Skills:

- Diploma in Administration/Office Management /Front Office Management/Logistics or any other relevant diploma preferred.
- At least two (2) years' experience in front office work required.
- Experience handling petty cash required.
- Work experience with an NGO required.
- Good understanding of logistics required.
- Experience in customer service skills related to suppliers required.
- Ability to manage several tasks simultaneously, be flexible and be willing to assume a range of unanticipated assignments.
- Strong communication skills and ability to work independently as part of a team.
- Experience working in a multicultural organization required.
- Professional and friendly communication style, with the ability to field calls from a diverse group.
- Excellent attention to detail.

APPLICATION PROCESS

This is a challenging opportunity for a dedicated and highly motivated professional. If you would like to join this dynamic team, please submit your application to jobs@adesoafrica.org, quoting "Office Receptionist" in the email subject matter, by **13th March, 2018**.

Each application should be addressed to the Regional Human Resources Manager and include the following:

- An updated CV; and
- An application letter which should include remuneration requirements and contact information for three work-related referees.

Applications not including all of the above information will not be reviewed. Only short-listed candidates will be contacted. Adeso is an equal opportunity employer.