

Council of Legal Education

<http://cle.or.ke/job/administrative-assistant-cle-7-cle-hr05-2019-1-position/>

ADMINISTRATIVE ASSISTANT CLE 7 CLE/HR05/2019 (1 POSITION)

Date posted

November 5, 2019

Overall purpose of the job

Administrative Assistant will be responsible for providing administrative support to ensure efficient operation of the office. Support Director, managers and employees through a variety of tasks related to organization, communication and secretarial work.

Valid through

December 16, 2019

Responsibilities

1. Types and designs general correspondences, memos, reports.
Proofreads copy for spelling, grammar and layout, making appropriate changes.
2. Performs day-to-day administrative functions and general office duties.
3. Undertake office reception duties, both in person and on the telephone, including taking messages for other staff.
4. To assist with the organization of conferences, seminars meetings and other events
5. To assist with the taking of minutes and notes at meetings.
6. Process incoming mail and emails draft and edit correspondence when required
7. Maintain a tidy and efficient office environment
8. Organize and schedule meetings and appointments
9. Produce and distribute correspondence memos, letters, and forms
10. Assist in the preparation of regularly scheduled reports
11. Develop and maintain a filing system
12. Order office supplies
13. Book travel arrangements

Qualifications and Skills

1. Professional Diploma in Secretarial Studies/Administration/Management or Equivalent Qualification;
2. A relevant university degree will be an added advantage.
3. Proficiency in MS Office applications;
4. At least 3 years relevant work experience.

Job Benefits

SALARY SCALE

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BASIC PAY:

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67,612 x 6,182 – 73,794 x 6,182 – 79,976 x 6,182 – 86,157 x 6,182 – 92,339 x 6,182 x 98,521 per month

HOUSE ALLOWANCE: Kshs. 20,000

COMMUTTER ALLOWANCE: Kshs. 6,000