



JOB ADVERTISEMENT

12th June 2024

Position: Administrative Assistant
Location: Nairobi
Organization: Performing and Audio- Visual Rights Society of Kenya (PAVRISK)
Application Deadline: 26th June 2024

Overview:

Performing and Audio-Visual Rights Society of Kenya (PAVRISK) is looking for a dedicated and efficient Administrative Assistant to join our team. As an Administrative Assistant, you will provide support to our managers and employees, assist with daily office operations, and handle administrative tasks. The ideal candidate should have strong organizational skills, attention to detail, and the ability to work independently.

Responsibilities:

- Assist with day-to-day administrative tasks, including filing, data entry, and record-keeping.
- Manage calendars, schedule appointments, and coordinate meetings.
- Prepare and distribute correspondence, memos, and reports.
- Handle incoming calls and emails and respond to inquiries.
- Coordinate travel arrangements and accommodations for staff.
- Assist with event planning and coordination.
- Order office supplies and maintain inventory levels.
- Assist with project management tasks, such as tracking deadlines and deliverables.
- Provide support to the Executive Office, Heads of Departments, and employees as needed.
- Perform other administrative duties as assigned.

Qualifications and Requirements:

- Higher Diploma or a Degree in Business Management, Marketing, or related field.
- 3 years of experience in such a role.
- Proven experience as an Administrative Assistant or in a similar role.
- Strong organizational and time management skills.
- Proficiency in Microsoft Office Suite.
- Excellent communication and interpersonal abilities.
- Ability to multitask and prioritize tasks effectively.
- Attention to detail and accuracy.
- Ability to work independently with minimal supervision.

Required Skills:

- Strong organizational skills
- Proficiency in Microsoft Office Suite
- Excellent communication skills
- Attention to detail
- Ability to multitask and prioritize tasks



- Problem-solving abilities
- Adaptability and flexibility
- Customer service orientation
- Time management skills
- Teamwork and collaboration

How to Apply:

Interested candidates are invited to submit their resume and cover letter detailing their qualifications and experience to [HR@PAVRISK.OR.KE] by 26th June 2024. Please include "Administrative Assistant" in the subject line. Note: Only shortlisted candidates will be contacted.

Join us at PAVRISK and contribute to the management and protection of membership data, ensuring our members receive the highest level of service and support.

For and on behalf of the Performing and Audio-Visual Rights Society of Kenya (PAVRISK)

Thank you for considering a career with us. We look forward to welcoming dedicated and skilled professionals to our team.

NB:

- Please note that PAVRISK does not accept unsolicited resumes.
- Applications received after the closing date will not be considered.
- Only shortlisted candidates will be contacted and advance to the next stage of the selection process, which involves various assessments.
- PAVRISK embraces diversity and is committed to equal employment opportunity.
- Our workforce consists of many diverse cultures, languages, races, gender identities, sexual orientations, and abilities.
- PAVRISK seeks to sustain and strengthen this diversity to ensure equal opportunities as well as an inclusive working environment for its entire workforce.
- Qualified women, people with disabilities, and candidates from groups that are underrepresented in the PAVRISK workforce are encouraged to apply.