



Kola
International
Limited

Engineering Contractors and Consultants: Civil, Electrical & Mechanical Works

"We dont just build; We build for People; We build for the Environment"

We are recruiting a Secretary.....

Date: 3rd June 2023

Job details

As a Secretary, you will assume the duty of clerical and administrative support in order to optimize workflow procedures in the office. You will assist colleagues and executives by supporting them with planning and distributing information. You will be the point of reference for all queries, requests or issues and will be an integral part of the company's workforce.

Responsibilities: 1) Answer phone calls and redirect them when necessary 2) Manage the daily/weekly/monthly agenda and arrange new meetings and appointments 3) Prepare and disseminate correspondence, memos and forms 4) File and update contact information of employees, customers, suppliers and external partners 5) Support and facilitate the completion of regular reports 6) Develop and maintain a filing system 7) Check frequently the levels of office supplies and place appropriate orders 8) Make travel arrangement 9) Document expenses and hand in reports 10) Undertake occasional receptionist duties 11) Record customers and engage in product and service sales.

Skills: 1) Marketing using all the available tools and opportunity 2) Proven work experience as a Secretary or Administrative Assistant 3) High organization and smart presentation 4) Familiarity with office organization and optimization techniques 5) High degree of multi-tasking and time management capability 6) Excellent written and verbal communication skills 7) Integrity and professionalism 8) Proficiency in MS Office 9) Internet media use

Specific requirements and advantage: 1) Diploma in Secretarial studies or business management 2) Willing to work beyond official working time whenever there is need 3) Knowledge of the bidding process and project operations 4) Experience of 3 to 5 years, less experience are encouraged to apply and will be evaluated based on the interview outcome.

Staying in areas of: Bandwe, Mutundwe, Nalumunye, Kinaawa and Natete

Submit Application, CV and academic documents to: tmatovu@kolaengineers.com; Send whatsapp notification to +256753664495.

Deadline for submission: Tuesday, 6th June 2023, 6pm

