

## **Sahihi Medical Solutions Limited**

### **Job Description**

**Position:** Administrative Assistant

### **Position Summary:**

As an Administrative Assistant, you are responsible for maintaining the running of the office while supporting the efforts of management in coordinating the activities of the company. You will be the face and link of the company to both internal and external associates. You will build, nurture and cultivate relationships and opportunities that ultimately portray the corporate culture and values of Sahihi Medical Solutions Limited.

### **Organization Structure and Interface:**

This Administrative Assistant position reports to the Sahihi Medical Solutions' Administrative and Human Resources Director who will give direction on the running of the office and review performance regularly. It is critical that the Administrative Assistant and the Administrative and Human Resources Director work together to maximize office functioning.

### **Essential Job Functions of the Administrative Assistant:**

1. Interact with a wide range of people, frequently exchanging information about office operations.
2. Coordinate the involvement of other associates in the company when needed to help meet goal and customers' expectations.
3. Perform communication tasks including receiving and making calls, handling emails and other correspondence.
4. Perform clerical and filing duties, both manually and electronically.
5. Manage the office supplies, utilities and maintain record of office property.

### **Basic Requirements**

1. Diploma or Degree in Business related field.
2. Microsoft Office literacy.
3. Excellent communication and interpersonal skills, both spoken and written.
4. Good time management habits.
5. Excellent planning capabilities.
6. Ability to work under minimal supervision and under tight schedules to meet deadlines.
7. Experience in similar position.

If you meet the above requirements, please post your written application, CV and other relevant testimonials to [hr@sahihimedical.com](mailto:hr@sahihimedical.com) addressed to:

**HR Manager**

**Sahihi Medical Solutions Limited**

**P.O. Box 510 00202**

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