4 Months Reliever Receptionist

The Kenya Scouts Association is an educational Movement for young people, which provides non-formal education that complements the core-curriculum offered in our educational institutions.

The Association is looking forward to recruit for the position of Reliever Receptionist for a period of 4 months.

Key Responsibilities

- Receive and direct telephone calls in a polite and professional manner.
- Ensuring all visitors are received courteously and directed to the right offices.
- Ensuring all enquiries by visitors and callers are answered and information provided properly/appropriately.
- Receive correspondence and record them in the mail register (both incoming and outgoing)
- Ensuring that the reception area is kept tidy always.
- Ensuring the cleanliness of the washrooms is done well by the staff in charge.
- Ensuring meeting hall/boardroom is ready for meetings and any other requirements for the same is in order.
- Ensuring all office mails both incoming from post office and couriers are collected and outgoing are sent regularly.
- Operate office equipment, e.g. photocopier, PABX, mobile.
- Assist in sending communication to stakeholders.

The ideal candidate should possess the following:

- Business related degree with 2 years’ experience as a receptionist or customer service
- Good command of English both verbal and written
- Excellent computer skill and typing speed
- Attention to detail
All applications should be addressed to:
The National Executive Commissioner
Kenya Scouts Association Rowallan Scouts Camp
P.O. Box 4122-00100, Nairobi

OR

Sent by email to: recruitment@kenyascouts.org
Applications to reach us by close of day 9th September, 2019
Only shortlisted candidates will be contacted. Kenya Scouts is an Equal Opportunity Provider.