

JOB ADVERT

VACANCY- ADMINISTRATIVE OFFICER

KIRK TV is a faith-based television station established to enrich the viewers holistically by addressing personal, family, faith, health, environment, youth as well as national issues. The station will be based on Biblical foundations with the close partnership of stakeholders.

The station's main aim is to impact society by entrenching values as well as advocate for environmental and national issues. The approach will be based on solid Biblical foundation and Christian values where the nature of the programming will be authentic, relevant, inter-denominational and will also have international/universal appeal.

KIRK TV is seeking to recruit a highly qualified **Administrative Officer**

MAIN PURPOSE OF THE JOB

The person will be the first point of contact for the channel. Our Administrators duties include offering administrative support across the organization, HR duties and all day to day administration related activities. You will also coordinate front-desk activities, including distributing correspondence and redirecting phone calls

KEY RESULT AREAS OF THIS ROLE

- Greet and welcome guests as soon as they arrive at the office
- Direct visitors to the appropriate person and office
- Keep a record of all library related materials
- Answer, screen and forward incoming phone calls
- Ensure reception area is tidy and presentable, with all necessary stationery and material (e.g. pens, forms and brochures)
- Provide basic and accurate information in-person and via phone/email
- Receive, sort and distribute daily mail/deliveries
- Maintain office security by following safety procedures and controlling access via the reception desk (monitor logbook, issue visitor badges)
- Order office supplies and keep inventory of stock
- Update calendars and schedule meetings
- Arrange travel and accommodations
- In liason with the HR Manager, recruit, orient and handle all KIRK TV staff related queries
- Administer all policy related issues and ensure clear understanding of the same by the staff
- Perform other clerical receptionist duties such as filing, photocopying, transcribing and faxing

POST SCHOOL QUALIFICATIONS

Degree/Diploma in Administration/HR or related studies

EXPERIENCE AND SKILLS

- Proven work experience as a Receptionist, Front Office Representative or similar role
- Proficiency in Microsoft Office Suite
- Hands-on experience with office equipment (e.g. fax machines and printers)
- Professional attitude and appearance
- Solid written and verbal communication skills
- Ability to be resourceful and proactive when issues arise

- Excellent organizational skills
- Multitasking and time-management skills, with the ability to prioritize tasks
- Customer service attitude
- Knowledge of HR matters

NB

Qualified Candidates to apply by forwarding their Curriculum Vitae to info@kirktv.or.ke by 14th October 2019

We do not charge any fee for receiving your CV or interviewing. Only shortlisted candidates will be contacted