

JOB DESCRIPTION - ADMINISTRATIVE ASSISTANT

Job Title:	ADMINISTRATIVE ASSISTANT
Division/Branch:	HEAD OFFICE
Department:	BRANCH
Reports to:	CREDIT SUPERVISOR
Responsible for: (Who reports to you)	NONE
THE PURPOSE OF THE JOB/OBJECTIVES	<ul style="list-style-type: none">• General office Administration.• Coordinate administrative activities in the branch.
KEY TASKS AND RESPONSIBILITIES/DUTIES (DAILY DUTIES)	<ul style="list-style-type: none">• Oversee all aspects of general administrative duties, logistics, equipment, inventory and storage• Maintain confidentiality in all aspects of client, staff and Corporations information.• Sending and receiving mail and packages.• Logistical support to the bank ,KRA, lawyers etc• Oversee the general cleanliness of the branch.• File and retrieve organizational documents, records and reports.• Any other duties as assigned by the Credit Supervisor from time to time.
QUALIFICATIONS AND EXPERIENCE.	<ul style="list-style-type: none">• Diploma in Business and Secretarial services.• Proficient in Microsoft Office applications.• Administrative experience in an MFI will be an added advantage.
KNOWLEDGE AND SKILLS	<ul style="list-style-type: none">• Organization skills, Good Communication Skills,• Interpersonal skills , stress and Time management skills,• ability to maintain a high level of accuracy and confidentiality• Knowledge of office administration and procedures.
PERSONAL TRAITS	<ul style="list-style-type: none">• Honest and trustworthy,• Respectful, Possess cultural awareness and sensitivity, Flexible,• Demonstrate sound work ethics