



JOB DESCRIPTION

Office Assistant

Nairobi Kenya

I. INTRODUCTION

The Grassroots Business Fund (GBF) is a global impact investing organization whose mission is to help build and support High Impact Businesses that provide sustainable economic opportunities to millions of people living at the base of the economic pyramid. GBF's unique hybrid approach blends investment capital and capacity building to High Impact Businesses, which then empower the poor as independent entrepreneurs and consumers of affordable goods and services.

II. SCOPE OF WORK

The Grassroots Business Fund is currently seeking to hire an Office Assistant to be based in Nairobi, Kenya. The Office Assistant will carry out administrative and organizational support functions across the organization including providing direct support to staff.

The main responsibilities of the Office Assistant will include the following:

- Under general supervision, serves as an assistant for carrying out administrative and organizational support functions which could include developing and maintaining files and systems, conduct research, process invoices and monitor expenses, manage travel arrangement and respond to general questions.
- Directly supports directors and managers as appropriate.
- Performs basic financial administrative functions, including any required bookkeeping, banking administration, expense reimbursements, vendor payments, payroll tracking.
- Maintain the office, including office supply stocking, office maintenance, IT administration, equipment maintenance and tracking, daily interaction with the landlord.
- Perform office reception duties, including answering the telephone, greeting guests, checking and responding to email, etc.
- Provide administrative support to staff, including research, client payment administration, consultant identification and contracting.
- Manage travel logistics and meeting scheduling for the team.
- Perform other tasks as assigned by his/her supervisors.

III. PROFILE OF SELECTED

The candidate should demonstrate a track record providing administrative support functions for an international organization working in East Africa preferable Kenya.

The office Assistant should hold these qualifications:

- Related degree with 1-2 years' experience or its equivalent
- Experience as an office assistant or in a related field.

- Previous basic financial administrative experience (bookkeeping, reimbursement, vendor management, petty cash management, banking administration etc.)
- Experience arranging all domestic and international travel, including itineraries, lodging, air/transit/care travel, entertaining
- Experience with preparing travel & expense reports, reconcile corporate card expenses
- Experience managing logistics for meetings including organizing agendas, calendar invites, preparing written materials
- Warm personality with strong communication skills.
- Ability to work well under limited supervision.

IV. ESTIMATED TIMETABLE AND TERMS:

The applicants are encouraged to apply as soon as possible. Applicants will be reviewed on a rolling basis. This is a full time position with GBF Nairobi Office, pending a successful performance in the first three (3) months period.

V. COMPENSATION:

The candidate will be entitled to full benefits considering the market rate and experience.

VI. HOW TO APPLY:

Please fill in this form to apply: <https://forms.gle/XPuHG11yF6pYX7uQ8>

Only shortlisted candidates will be contacted for interview.