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JOB ADVERTISEMENT

Front Office Clerk - Reference Number: FOC0001/2018

Who We Are

NAS International Holdings Limited is a Traffic Engineering Solutions Company. We specialize in consultancy, systems integration, outsourcing and project management services. Our solutions are backed up with the ability to manage projects from conception through implementation and maintenance with topnotch expertise and a highly experienced and dedicated team of engineers.

NAS International Holdings Limited is incorporated in Kenya and pursues a specific objective of aggregating expertise covering a broad range of services and capabilities so as to become a single point of reference for Traffic management solutions for our clientele.

Job brief

We are looking for a pleasant **Front Office Clerk** to undertake all receptionist and clerical duties at the desk of our main entrance. You will be the “face” of the company for all visitors and will be responsible for the first impression we make.

The ideal candidate will have a friendly and easy going personality while also being very perceptive and disciplined. You should be able to deal with complaints and give accurate information. A customer-oriented approach is essential.

The goal is to make guests and visitors feel comfortable and valued while on our premises.

Responsibilities

- ✚ Keep front desk tidy and presentable with all necessary material (pens, forms, paper etc.)
- ✚ Greet and welcome guests
- ✚ Answer questions and address complaints
- ✚ Answer all incoming calls and redirect them or keep messages
- ✚ Receive letters, packages etc. and distribute them
- ✚ Prepare outgoing mail by drafting correspondence, securing parcels etc.
- ✚ Check, sort and forward emails
- ✚ Monitor office supplies and place orders when necessary
- ✚ Keep updated records and files
- ✚ Take up other duties as assigned (travel arrangements, schedules etc.)

Requirements

- ✦ Degree or a Diploma in Secretarial Courses/ Business Administration Course/Front Office Course from a recognized Institute/University
- ✦ Effective time manager
- ✦ Ability to learn and adapt in the construction industry
- ✦ Proven experience as front office clerk, agent or relevant position
- ✦ Familiarity with office machines (e.g. fax, printer etc.)
- ✦ Knowledge of office management and basic bookkeeping
- ✦ Proficient in English (oral and written)
- ✦ Excellent knowledge of MS Office (especially Excel and Word)
- ✦ Strong communication and people skills
- ✦ Excellent Organizational Skills and multi-tasking abilities
- ✦ Problem-solving skills
- ✦ Customer service orientation
- ✦ **Accounting skills** will be **additional qualifications** that is a **plus**

Note

- ✦ The mentioned position is encouraged for **female** applicants.
- ✦ All applications should be channeled to hr@nasinternational.co.ke as soon as possible.
- ✦ The information is solid, for validation visit our website info@nasinternational.co.ke
- ✦ All application to reach us by **Wednesday 14th March 2018 at 5:00 pm.**
- ✦ Only shortlisted candidates will be invited for interview