

JOB ADVERT

A leading Media company with operations across the country hereby invites applications from suitably qualified candidates to fill the vacant position of an Administrative Assistant

JOB DESCRIPTION FOR ADMINISTRATIVE ASSISTANT.

- **Communication:** serve as main point of contact both internally & externally including answering phone calls, responding to emails, communicating public holidays to the team and liaising with stakeholders & clients, document preparation including drafting and editing letters, management of information databases & reports.
- **Meeting coordination:** Organise & coordinate meetings including taking minutes and follow up of action points.
- **Finance:** Initiate processing of vendors purchase orders in liaison with Head finance, Initiate invoicing or billing of clients in liaison with sales team & head finance as per company invoicing cycle, oversee management of petty cash & reimbursements & initiate administration and operational budgets in liaison with head finance for approval.
- **Coordinate Office logistics:** Oversee the use of company fuel & transport reimbursements to enhance utilisation & cost minimisation. Oversee the management of office supplies, equipment, working with vendors & maintenance of staff to ensure everything is in good order.
- **Events & Company website:** Organise & coordinate staff retreats in liaison with Head finance & staff, Oversee the development of company website and update in liaison with General Manager & creative team.

Academic Qualifications and Skills

- **The applicant should possess an Undergraduate Degree in a Business or Finance related field. The applicant Must be pursuing Professional Accountancy Qualifications.**
- Strong Organisational skills & attention to details.
- Excellent verbal & communication skill.
- Proficient in Microsoft office (word, outlook, excel, power point, Microsoft teams) and accounting packages like quick books.
- High level of professionalism & positive attitude.
- Ability to multitask & manage time effectively in a fast-paced environment.
- Team player.
- Fast learner.

Mode of Application

Interested persons should address and submit applications to the following address

The Client Relations Partner

Mutumba Mukobe and Associates

Plot 6, Bunyonyi Lane, off Kataza Close, Bugolobi

Kampala

Or send an email to: info@mutumbamukobe.org

Applications must include Detailed and up to date curriculum vitae, Copies of Academic certificates and transcripts.

Deadline for submission of applications is 23rd January 2025 at 5.00pm. Incomplete applications and applications received after the deadline will not be considered and only shortlisted candidates will be contacted.