



1 in 4 people do not have access to electricity

We are an equal employment opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, disability status, protected veteran status or any other characteristic protected by law.

JOB DESCRIPTION: OFFICE ADMINISTRATOR

Job Location: Kenya

Reporting to: Human Resource Manager, Kenya

Position Description

The Office Administrator will manage all office administrative duties, ensure the smooth running of the office and provide quality service to all d. light clients.

The jobholder is expected to demonstrate commitment and loyalty and perform all duties in accordance with the organization's office routines and procedures, keeping in mind the overall business objectives.

R&Rs

- As the first point of contact for d. light clients, one will oversee the front office by answering incoming calls, replying to general correspondence and dealing with enquiries.
- Monitor and oversee to the general cleanliness of the office.
- Coordinate meetings and functions for the d. light office
- Procurement and proper management of office supplies and assets
- Manage and properly account for petty cash issued to facilitate general office activities.
- Manage all travel, hotel & airport transfers for d. light employees (the service will be for all Uganda & visiting d. light employees)
- Responsible for office administration payments within approved expense limits and they are made within reasonable time to ensure business continuity (office courier service, office telephone, office cleaning services, office utility bills (power, water, wifi, security), office catering & lunch management services)
- Maintain and file all business records in a systematic manner.

KPIs

- Periodically reconciled petty cash reports
- Turnaround time on requisition for hotel, transport, payment done for office utilities
- Customer/client feedback survey; Customer enquiries and visitors are handled well. Customer feedback is positive
- Record Management; Electronic and paper filing systems are well maintained.



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Desired Skills and Experience

- Professional qualification in a relevant field; Degree is an added advantage
- At least 2-3 years proven work experience as an office administrator
- Experience handling service providers ie Transport, ticketing, office suppliers, accommodation.
- Thorough knowledge of customer service, office management and basic bookkeeping procedures.
- Ability to use Microsoft Office including Word, Excel, Access and PowerPoint.
- The ability to create a positive, everlasting impression with the most professional, courteous and expedient manner and to continually strive for superior client service.
- Enjoys dealing with people daily and is tolerant of rude people, polite but assertive.
- Proactive, punctual and reliable.
- Good organizational and multitasking abilities.
- Superior verbal and written communication skills, with an emphasis on tact and diplomacy
- Business driven, people focused, with exceptional influencing skills; excellent organizational, multi-tasking, presentation and time-management skills.
- Passion for social enterprise, development of people and environmental benefits.
- Record Management; Electronic and paper filing systems are well maintained.

Skills and Competencies

People and Team Development: Demonstrates inspirational leadership that motivates and engages others. Leads and develops high performing teams where everyone feels valued and contributes to the continued success of the organization. Acts as a role model; inspires people to act.

Drive Results: Translate strategy into action and drives tenaciously and innovatively for outstanding results. Displays creativity in avoiding problems, reacting quickly and decisively to deal with risks and opportunities.

Relationship Management: Develops and maintains effective collaborative relationships and networks with strategic contacts

Ownership: Takes personal responsibility for performance. Champions continuous improvement and inspires others to deliver whilst balancing risk, business competitiveness and customer satisfaction.



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How to Apply

Candidates who meet the requirements should submit their CV and cover letter to:

recruitment.kenya@dlight.com before **27th November 2019**.

About d. light

Founded in 2007 as a for-profit social enterprise, d. light manufactures and distributes award-winning solar products designed to serve the more than 2 billion people globally without access to reliable electricity. With operations across Africa, Asia and the Americas, d. light has impacted close to 100 million lives with its products and solar solutions. For more information, visit www.dlight.com

