

## **Job Advert: Office Secretary at WICCARE Africa Limited**

**Position:** Office Secretary & Personal Assistant to the CEO

**Location:** Migori Town

**Application Deadline:** 25th March 2025

WICCARE Africa Limited is seeking a highly organized and proactive individual to join our team as an **Office Secretary & Personal Assistant to the CEO**. This is an exciting opportunity to contribute to the smooth operation of our organization and support our mission.

### **Key Responsibilities:**

- Manage office correspondence, including emails, phone calls, and mail.
- Maintain and organize office files, records, and documentation.
- Schedule and coordinate meetings, appointments, and travel arrangements.
- Management of the CEO's diary.
- Assist in preparing reports, presentations, and other administrative tasks.
- Provide general support to staff and ensure the office runs efficiently.
- Handle office supplies inventory and place orders as needed.

### **Minimum Requirements:**

- Diploma or equivalent in Secretarial Studies, Business Administration, or a related field.
- At least 2 years of experience in a similar role.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Strong organizational and time-management skills.
- Excellent communication and interpersonal abilities.
- Ability to multitask and work under minimal supervision.

### **How to Apply:**

Interested candidates should submit their CV and a cover letter to **hr@wicare-eastafrika.co.ke** by **25th March 2025**. Please include "Office Secretary Application" in the subject line.

Join WICCARE Africa Limited and be part of a dynamic team dedicated to making a difference!

### **Follow us on social media for updates:**

<https://www.facebook.com/wicareafrika/>

**NOTE: WICCARE Africa Limited is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.**