



Job Ref. No. HRJIC572

Position: Personal Assistant

Jubilee Insurance was established in August 1937, as the first locally incorporated Insurance Company based in Mombasa in 1937. Jubilee Insurance has spread its sphere of influence throughout the region to become the largest Composite insurer in East Africa, handling Life, Pensions, General and Health Insurance. Today, Jubilee is the number one insurer in East Africa with over 450,000 clients. Jubilee Insurance has a network of offices in Kenya, Uganda, Tanzania, Burundi and Mauritius. It is the only ISO certified insurance group listed on the three East Africa stock exchanges – The Nairobi Securities Exchange (NSE), Dar es Salaam Stock Exchange and Uganda Securities Exchange. Its regional offices are highly rated on leadership, quality and risk management and have been awarded an AA- in Kenya and Uganda, and an A+ in Tanzania. For more information, visit www.JubileeInsurance.com.

We currently have an exciting career opportunity for a **Personal Assistant, Jubilee General Insurance**. The post holders will report to the **CEO General Business** and will be based in the Head Office.

Role Purpose

To offer full administrative support to the CEO and manage the office environment at the General Insurance Business.

Responsibilities

1. Manage, coordinate and maintain calendar of CEO including appointments, meetings and travel
2. Responsible for organising of internal and external meetings on behalf of the CEO ensuring all necessary requirements are made e.g. meeting venue, equipment, presentations, prepare agendas
3. Provide executive and administrative support to the CEO
4. Responsible for organising CEO travel and logistics including flights, visa requirements, hotel accommodation, car rental, meeting schedules while travelling and completing expenses
5. Monitor and respond to incoming communications (including complaints) to CEO's office including phone calls, emails and walk ins, ensuring correct department distribution
6. Secretarial support for meetings as and when required by the CEO, including drafting and circulating meeting agendas, preparing minutes, communicating meeting reminders, confirming venues and arranging refreshments. Writing and distributing comprehensive minutes and action points to all members post meeting
7. Drafting and writing high quality reports and presentations, as required by the CEO
8. Communicating important updates and information to General Business as required by CEO
9. Structure the General Business-wide central calendar of events
10. Arrange General Business and Senior leadership events
11. Manage applicable General Business Budget lines, including office expenses, supplies, stationery and entertainment

Functional Skills

1. Have a professional knowledge of all Microsoft Office programmes;
2. Fluency in English – spoken and written
3. Well organized with an understanding of priorities and changing demands

Qualifications

1. Graduate from recognized university
2. Diploma in business administration

Relevant Experience

Minimum two (2) years' experience in a similar role in a busy office environment

Apply via Recruitment@jubileekenya.com quoting the Job Reference Number and Designation given above on or before 6th March 2020.

Only shortlisted candidates will be contacted.