



POSITION: FRONT OFFICE AND ADMINISTRATIVE ASSISTANTS

Organization Background

The Kenya Climate Innovation Center (KCIC) is a social impact organization operating in the climate space, committed to supporting enterprises and communities and driven by innovation. KCIC provides incubation, capacity-building services, and financing to Kenyan entrepreneurs and new ventures that are developing innovative solutions in renewable energy and energy efficiency, water management, agribusiness, waste management, and commercial forestry in a bid to address climate change challenges.

KCIC's heritage is deeply rooted in its commitment to driving sustainable development and climate resilience through innovation. KCIC provides holistic, country-driven support to accelerate the development, deployment, and transfer of locally relevant climate and clean technologies.

In line with the above, KCIC is recruiting **two (2) Front office and Administrative Assistants** to support the program functions and activities of KCIC. This is a fixed term contract ending on 31st December 2025.

Job Title	Front Office Admin & Assistant	Reports To	Business Incubation Hub Manager, with dotted line to HR & Admin Manager
Department	Corporate Services Directorate	Level/ Grade	K9
Direct Reports	N/A	Indirect Reports	N/A
Revision Date			
Contact and Cooperation	<p>Internally: All staff</p> <p>Externally: Stakeholders, Donors, Suppliers, KCIC clients</p>		
Job Purpose			
<p>The incumbent is responsible for ensuring the seamless operation and daily functioning of the KCIC office by providing quality service to both internal and external clients. This role includes managing front desk operations, handling inquiries, and serving as the primary point of contact for the general public, customers, and visitors, while also supporting the administrative needs of the office.</p>			
Key Responsibilities			
<ol style="list-style-type: none"> 1. Attend to visitors, determine the nature of the enquiry, and direct visitors to appropriate personnel; Manage and screening of all incoming calls and office emails. 2. Maintain cleanliness and orderliness within the office while abiding by the policies and regulations of the organisation. 3. Take the lead in mail management, including sorting and distributing of mail, and coordinating mail flow in and out of the office. 4. Maintain, monitor and update office inventory by regularly tracking stock levels, updating inventory records, and ensuring timely reordering of supplies to meet office needs 5. Develop and maintain an organised office filing system. 6. Schedule and attend meetings, -and assist taking minutes for the meeting. 7. Provide additional general clerical duties 8. Manage petty cash transactions, including disbursements, reconciliations, and maintaining accurate records of expenses 9. Manage and maintain office assets, updated asset registers and tagging of assets in the office in liaison with the Central hub 10. Provide support to the BIH Manager in event coordination, logistics, and general administrative tasks 11. Any other duties as assigned from time to time 			



Professional Qualifications, Knowledge and Experience

1. At least a Diploma in Front Office Management, Business / Office Administration / Public Relations or any other related field;
2. Bachelor's degree in business administration, or any other related field is an added advantage;
3. At least two (2) years of experience working as a Front Office Operations or customer care .

Key Competences

1. Familiarity with office management procedures;
2. Proficiency in Microsoft office suite
3. Ability to produce desired results under minimal supervision within the prescribed time frame;
4. Good team player with an ability to work in a diverse environment;
5. Strong customer service orientation;
6. Good organisational and administrative skills with an ability to prioritise and supervise staff;
7. Good communication and interpersonal skills;
8. Have a high sense of accuracy and attention for detail;
9. Skilled in business communications and excellent telephone handling skills; and
10. Must have high standards of integrity, ethics and confidentiality

How to Apply

Interested candidates are invited to send the completed KCIC Employment Application Form as per the link below, together with their updated resume and cover letter detailing experience relevant to the role, current and expected salary, daytime telephone contacts, and names of three professional referees.

[Employment Application Form Link](#)

The closing date for applications is, **Wednesday 19th February 2024.** Only shortlisted candidates will be contacted.

Kenya Climate Innovation Center is an equal opportunity employer