



Job Vacancy

ADMINISTRATIVE ASSISTANT – SCHOOL OF NURSING

Mater Misericordiae Hospital, a leading healthcare provider in East and Central Africa, has an excellent career opportunity. Mater Misericordiae Hospital offers exceptional, compassionate and Christ-centred healthcare services to our clients through an innovative, engaged and competent workforce. The successful candidate will fill in the above position:

Main Duties:

- Handling student application letters, organizing for interviews and communicating to applicants the outcome of the same.
- Maintaining all records related to school to ensure easy retrieval.
- Typing all correspondence (including exams) with timely delivery to recipients
- Receiving and screening visitors/messages to ensure efficient and effective customer satisfaction
- Ordering and monitoring school supplies and stationery and ensuring usage is within budget allocation
- Any other duty assigned from time to time

Required Qualifications and Skills for the Position

- Secretarial stage II
- B. ED Secretarial Studies will be desirable.
- Computer Literacy-MS Office.
- Minimum two years in a busy senior office.
- Keen on detail with a high degree of accuracy
- Outstanding communication skills
- Adaptable and able to change assignments quickly on short notice
- High standards of personal integrity
- Absorbs without extensive repetition
- Works well without close supervision
- Types a minimum of 80 words per minute
- Customer service skills.

If you are interested in the above position and you meet the requirements listed, please send your application together with a detailed CV, Copies of Academic Certificates, three [3] referees and include their telephone contacts and email address to hrrecruit@materkenya.com so as to reach us not later than **17th July 2026**.

Only shortlisted candidates will be contacted.

Please note we do not charge any fee at any stage of our recruitment.