



## **7. Administrative Assistant -logistics**

### ***Job purpose;***

Administrative assistants provide support to managers, other employees, and office visitors by handling a variety of tasks in order to ensure that all interactions between the organization and others are positive and productive.

Duties and responsibilities,

- Handle logistical works, arranging transport for any one coming in or going out of the country including travels with in the country, to plants, upcountry and any other destination of choice
- Handle maintenance works at office and at residences of expatriate employees ranging from plumbing, carpentry works, electricity and any other that might come up from time to time
- Handle maintenances and repairs for all company vehicles ensuring that they are serviced on time and all necessary taxes are paid accordingly.
- Ensuring that fuel cards for all vehicles are recharged as required monthly
- Recharge airtime for all company sim cards and employees of the company as recommended by superiors.
- Manage cleaners ensuring that all offices and washrooms are cleaned properly and on time
- Performing any other duties that might arise from time to time.

### ***Personal Qualifications and specifications;***

- Bachelor degree/higher Diploma office Management
- Prior administrative experience.
- Excellent computer skills, especially typing.
- Attention to detail.
- Multilingual may be preferred or required.
- Desire to be proactive and create a positive experience for others

Interested candidates should send in the current CVS and Cover letter to [recruitment@tembosteels.co.ug](mailto:recruitment@tembosteels.co.ug) before the 25th September 2024.

Only shortlisted candidates will be contacted.