

ABOUT THE ROLE

The Secretary is responsible for clerical and administrative support in order to optimize workflow procedures in the office. He/she will ensure that enhances office effectiveness by providing information management support.

DUTIES

- First contact person with excellent customer care, receive and directs visitors, students, staff and other University's guest.
- Transcribing, formatting, inputting, editing, retrieving, copying, transmitting text, data and graphics, minutes taking and secure information by completing database backup
- Assist in preparing and compiling annual departmental budgets and adherence to approve budgets.
- Record incidents reports and receive all correspondences for the department and dispatch accordingly.
- Maintain professional record management and maintain the department's calendar.
- Any other duties provided by the supervisor.

MINIMUM QUALIFICATIONS

- Attain a mean grade of C – (Minus) in KCSE
- Three (3) year's work experience in a similar position in a comparable organization.
- Attained a relevant training in secretarial studies.
- Computer certification with proficiency in MS office, ERP, google calendar and other relevant applications.

HOW TO APPLY:

If you meet the above requirements and interested in joining a team of hardworking staff, please send your resume, application letter clearly indicating the position applied, copies of relevant academic and professional certificates, national identity card or passport, testimonials and other relevant supporting documents, your current gross pay and salary expectations to the address below or via email to career@umma.ac.ke indicating the position and reference your applying for as the subject of your email by **9th September 2021**.

Umma University is an equal opportunity employer.