

JOB TITLE: Admin Assistant (1 Position)

REPORTS TO: Head of Operations

COMPANY INFORMATION

True African is a Value Added Services Provider, a Communications and Information Technology company in Uganda and Kenya. True African specializes in creating interactive and intuitive web and GSM network solutions. We strive to develop systems and solutions to empower individuals and companies get great experiences out of these technologies.

Roles:

- Sending Bulk sms for corporate customers.
- Operate the POS
- Assist with merchant recruitments and verification of kyc's
- Ensure that the reception area is clean and organized.
- Ass Answer telephone, screen and direct calls
- Take and relay messages
- Provide information to callers
- Manage customers' bulk sms accounts
- Send bulk messages for customers
- Greet persons entering organization
- Direct persons to correct destination
- Deal with queries from the public and customers
- Ensures knowledge of staff movements in and out of organization
- General administrative and clerical support
- Receive and sort mail and deliveries.
- Adheres to all company policies, procedures and business ethics codes.
- Review own performance and aim at exceeding targets.
- Record sales and order information and report the same in the weekly meetings communicated and implemented within the team.
- Contribute to client retention by appropriately extending excellent client support services.

Requirements:

- Minimum of a Bachelor's Degree.
- Outstanding communication and interpersonal abilities
- Familiarity with office management procedures and basic accounting principles
- Self – motivated and driven
- Familiar with office equipment.
- Proficient on a computer.

- Comfortable with business etiquette; discreet.
- Skilled in communication and dealing with people.
- Good at organizing and planning; detail-orientated.
- Punctual and reliable.
- Ability to work with minimal supervision.

Shortlisted candidates will be contacted by email/phone. Candidates who meet the role description and specification above are highly desirable. Please send your applications to HR@trueafrican.com. **Deadline 17th April 2017**