



ADMINISTRATIVE COORDINATOR - Job Description

Location: Kampala, Uganda
Engagement: Full-time position
Department: Administration
Reports to: Project Manager
Start Date: 13th February 2020

Kitchen Station is a platform that seeks to bridge the gap that food entrepreneurs have in the daily running of their businesses by launching a fully equipped commercial kitchen. It is a destination for the Ugandan food community to dare to think differently about the glories that lay in the industry. Our aim is to uplift food enterprises by creating a collaborative environment for them to thrive.

ABOUT THE ROLE

Are you hard working and looking for an opportunity to advance your career? Can you thrive in a fast-paced environment with a positive attitude even in times of stress and crisis? Do you pride in organising and putting everything in place? If this describes you; You might be the perfect fit for this role!

We are looking for an ambitious person who will efficiently execute the day to day general administrative tasks within Kitchen Station. You will play a primary role in ensuring that all office administrative functions are coordinated to achieve a high level of productivity within the company. You will act as the first line of contact to visitors, customers, entrepreneurs and vendors in person and via telephone.

WHAT YOU WILL DO

As Contact person

- Filter, Direct and transfer incoming calls to the concerned persons;
- Offer appropriate responses to all inquiries presented at the front desk whenever necessary;
- Develop and regularly update a database of the staff contacts, Service Providers, Stakeholders as well as partners and Foodpreneurs
- Support proposal preparation i.e. background research, collect required information and prepare.
- Organize and schedule meetings and appointments
- Assist in the preparation of regularly scheduled reports
- Handle sensitive information in a confidential manner
- Ensure all visitors are attended to in a courteous manner.



- Overseeing the maintenance of office facilities and equipment, supervise the cleaning crew, ensuring a clean environment;
- Coordinate office activities and to secure efficiency and compliance to Kitchen Station policies.
- Provide general administrative support for the representation desk (make copies, scan documents, draw up and transfer certain forms etc.

Events Management

- Request for quotations from service providers;
- Prepare Local Purchase Orders (LPOs) for approval;
- Coordinate event room set up and clean up;
- Assist in planning and arranging events, including organising catering;
- Manage all events operations (Preparing venue, invitations, etc.);
- Do final checks at the day of the event (e.g. tables, technology) to ensure everything meets standards;
- Oversee events happen and act quickly to resolve problems-in case of any.

QUALIFICATIONS & EXPERIENCE

- In order to be successful in this position you should be a professional multi-tasker and you should be able to prioritise tasks.
- Proficient in a variety of computer software applications including Microsoft office suite (word, excel, outlook, and access).
- Outstanding Written, Verbal communication and interpersonal abilities.
- Familiarity with workspace management procedures.
- Strong organisational, planning and time Management skills.
- Able to work independently in a fast paced environment.
- Concern for standards and attention to details.
- Organizational astuteness and ability to manage client relationships
- Bachelor's degree in Business Administration or a related field
- 2 years of office administration Experience

How to apply:

Send your typed application including cover letter, curriculum vitae and copies of relevant academic certificates and references by email to: flavour@kitchenstation.co.ug until 8th of February 2020.

Please note that only shortlisted candidates will be contacted

We can't wait to meet you!