THE MOMBASA PARENTS CLUB

THE NYALI SCHOOL

CAREER OPPORTUNITY

OFFICE ADMINISTRATOR I

POSITION SUMMARY

The Office Administrator works closely with all members, staff, parents, guardians, and learners by providing information and support when required. The role is highly visible and varied, providing a comprehensive and confidential high-level administrative role in support of the school's Mission and Vision. The suitable person should be able to work with minimum supervision.

Key Responsibilities

- Give administrative support to the school managerial roles.
- Manage back-office operations in the office and provide secretarial support to all the staff.
- Ensure that the office diary is well managed, set reminders for meetings and maintenance of confidential documents and files.

- Develop and maintain a well-organized filing system for all correspondence, reports, and reference material related to the office work.
- Organizing meetings, preparation of agendas, minutes and board papers, and liaising with Board committee members as required.
- Maintain an accurate record of staff meetings – notices, attendance records, and minutes of meetings.
- Perform any other duties as requested by school management and board members
- Communicate with parents, teaching staff, students, board members, and the public.
- Perform clerical duties for the school administration and teaching staff.
- Respond to phone calls, coordinate meetings, and complete general office tasks.
- Maintain staff attendance, payroll changes, and other records for staff, students and parents.
- Manage the admissions process from end to end.
- Maintain Members register and other records.

Academic Qualifications and Requirements:

- Minimum KCSE Grade: B (Plain)
- Bachelor's Degree in Business and Office Management (must have been attained not less than 3 years ago)

Work Experience:

Minimum 2 years in office administration and management duties, marketing, and financial document handling OR experience working in a financial organization

Technical Skills:

The successful candidate should have Proficiency in:

- Data presentation and use of spreadsheets

- Document production and data management
- Business Information Systems
- Shorthand speed 1 (a practical exam will be administered)

Skills /Competencies

- Strong planning and prioritization skills and a high level of confidentiality.
- Ability to multi-task and maturity to handle a range of situations.
- Outstanding oral and written English communication skills.
- Strong personality, team player, with a high level of integrity.
- Excellent interpersonal skills, meticulous and thorough.
- An understanding of corporate governance protocol.
- Highly developed organizational skills and ability to work under tight deadlines.
- Ability to work with minimal supervision

JOB APPLICATION PROCEDURE

Kindly submit your soft copy application accompanied by a detailed CV and testimonials to the school email hr@nyalischool.sc.ke.

Hard copy applications can also be submitted to the School Secretary.

Letters should be addressed to:

The Human Resource
Subcommittee,

The Mombasa Parents Club,
P.O Box 81050-80100,
Mombasa.

Indicate the vacancy applied for as the email subject.

The same should be submitted not later than ***20TH of JULY, 2025.***