

HOLYSTAR ACADEMY SCHOOL



DAY & BOARDING

Rangau school – phamada estate
P.O Box 8209 -00200 Nairobi Kenya
Tel : 0725559391

Where: "Education Is Never Complete Without Character "

Ref: Holystar/Secretary/Clerk/23

5/01/2023

RE: SECRETARY/CLERKS OFFICER

Holystar Academy seeks to recruit a competent person to assist the school in Secretarial &Accounts Clerks office.

Job Description:

- ❖ Record, classify and file financial data accurately
- ❖ Prepare invoices for accounts receivables and send them to respective clients/stakeholders
- ❖ Carry out secretarial duties but not limited to typing, copying, binding, scanning etc
- ❖ Taking and filing accurate minutes of meetings to the school management in a timely manner
- ❖ Reply to email, telephone or face to face enquiries. Receive, sort and distribute timely information
- ❖ Maintain updated manual and computer data and files as per the school record management system
- ❖ Covering the reception desk when required
- ❖ Any other duties assigned from time to time

Job Specification:

The holder of this position should have:

- Relevant training in Secretarial ,Accounts and Management
- Strictly seventh day Adventist(Recommendation from a Pastor)
- Three years' experience in a similar position
- Be a team player, result oriented, self-motivated, good communication skills, and able to work with minimum supervision
- Computer packages : word processing, spreadsheet, publisher, quick books, powerpoint etc

How to Apply:

If you believe you are the right candidate and can clearly demonstrate your ability to meet the criteria above, please send us your application letter and CV only to;

info@holystaracademy.co.ke or holystacademy@gmail.com before 30th January 2023.

Please note, only shortlisted candidates will be contacted. Persons living with disability are encouraged to apply. Holystar Academy is an equal opportunity employer.

Kind regards



www.holystaracademy.co.ke