



MARIST INTERNATIONAL UNIVERSITY COLLEGE (MIUC)
Constituent College of the Catholic University of Eastern Africa
Langata Road, P. O. Box 24450 Karen, 00502, Nairobi

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Email: principal@miuc.ac.ke; admissions@miuc.ac.ke Website: www.miuc.ac.ke

10th August 2021

JOB ADVERTISEMENT

Marist International University College (MIUC) is a Constituent College of the Catholic University of Eastern Africa (CUEA). The College located in Karen, Nairobi is a Roman Catholic Institution of Higher Learning founded in 1986 by the Marist Brothers of the Schools. The College invites application from suitably qualified candidates for the post of-

RECEPTIONIST

Reporting to: Deputy Principal, Administration.

JOB SUMMARY:

The Receptionist is responsible for providing administrative support across the college by coordinating all front desk activities, including welcoming guests, distributing correspondence and redirecting phone calls.

KEY DUTIES AND RESPONSIBILITIES:

The Receptionist will:-

- ❖ Receive, welcome and direct visitors to the respective offices.
- ❖ Operate the telephone switchboard by answering, screening and forwarding calls
- ❖ Give accurate and precise information to all enquirers
- ❖ Keep an accurate record of all calls from the various extensions in the College.
- ❖ Receive, sort and distribute daily mail/deliveries
- ❖ Keep the front office tidy and presentable with all the necessary material
- ❖ Manage the College Notice Boards.
- ❖ Order front office supplies and keep inventory of stock
- ❖ Participate in the marketing activities of the institution.
- ❖ Perform any other duties that may be assigned by Management.



REQUIREMENTS, EXPERIENCE AND COMPETENCY

- ❖ Diploma in Communication, Public relation or Front office Management
- ❖ Proven 2 years working experience as a Receptionist /Front office representative
- ❖ Demonstrated experience in operating a Switch Board machine
- ❖ Proficient in Microsoft Office suite: excellent knowledge of MS Word, Microsoft Outlook, Excel, PowerPoint, Database and Spreadsheet
- ❖ Multitasking and time-management skills, with the ability to prioritize tasks
- ❖ Solid written and verbal communication skills
- ❖ Outstanding Interpersonal Skills with Customer service attitude
- ❖ Ability to be resourceful and proactive when issues arise
- ❖ Ability to work under minimum supervision
- ❖ Be able to work in a diverse environment

APPLICATION PROCEDURE

Applicants should enclose a C.V., copies of relevant certificates and three reference letters from recognized persons/institutions. This can be hand delivered or emailed to:

**The Human Resource Officer
Marist International University College
Marist Lane, Off Lang'ata Road, Karen
P. O. Box 24450 - 00502, Nairobi.
Email: hr@miuc.ac.ke**

The application should reach the office of the Human Resource on or before **Wednesday 18th August, 2021**. Only shortlisted candidates will be interviewed for this position.

