



<https://riddorsafetyinternational.com/careers/executive-administrative-assistant/>

## Executive Administrative Assistant

### Description

#### Job Summary:

The Administrative Assistant facilitates the efficient operation of the business by performing day-to-day administrative duties of the organization. He/she will provide support to our managers and employees, assisting in daily office needs and managing our company's general administrative activities. Incumbent will be operating in a start-up environment.

#### Duties/Responsibilities:

- Act as the point of contact among executives, employees, clients and other external partners.
- Coordinates and schedules travel, meetings, and appointments for staff members.
- Answers and transfers phone calls, screening when necessary.
- Serves as a point of contact for a range of staff and external stakeholders.
- Welcomes and directs visitors.
- Organizes and maintains correspondence, files and databases in a confidential manner.
- Maintains office supplies and coordinates maintenance of office equipment.
- Manage information flow in a timely and accurate manner.
- Manage executives' calendars and set up meetings.

#### Required Skills/Abilities:

- Excellent verbal and written communication skills. Exhibits polite and professional communication.
- Excellent time management skills with a proven ability to meet deadlines and deal effectively with conflicting priorities.
- Strong Analytical and problem-solving skills.
- Excellent organizational skills and attention to detail.
- Proficient with Microsoft Office Suite.
- Ability to function well in a high-paced and at times a stressful environment.

### Hiring organization

Riddor Safety International Ltd

### Employment Type

Full-time

### Beginning of employment

To be discussed

### Duration of employment

1 year contract

### Industry

Occupational Health & Safety

### Job Location

Nansana , Hoima Road, P.O.Box  
10198, Kampala, Central, Uganda

### Working Hours

9 hours a day

### Base Salary

UGX 500000 - UGX 600000

### Date posted

February 9, 2023

- Strong teamwork and collaboration skills.

#### Education and Experience:

- Degree / Diploma or / equivalent required.
- Five years' experience in an administrative role.
- Experience in a start-up environment is preferred.

#### **Job Benefits**

- Monday to Friday with flexible start times, 42.5 hour week.
- Uncapped Commission Scheme based on invoice of work
- 20 Days Holiday a year plus bank holidays
- Company Van provided which you can take home (not for personal use)
- Commission Scheme

#### **Responsibilities**

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## **Qualifications**

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- Ability to function well in a high-paced and at times a stressful environment.
- Strong teamwork and collaboration skills.
- Degree / Diploma or equivalent required
- Five years' experience in an administrative role

**Contacts**

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