

Finance and administrative assistant

Introduction

Lexawud is a professional consulting firm offering affordable, efficient, and safe engineering solutions in small and large scale projects. We work closely with our clients in the public and private sectors to bring their goals to life through modern, sustainable, and safe buildings and infrastructure. At Lexawud we offer a range of short and long-term positions for various roles within our mandate to qualified and progressive professionals who are focused on their career growth and are passionate about providing sustainable solutions for development. We recruit, train, and retain talent from diverse cultural backgrounds.

Responsibilities

- Processing and booking entries into the accounting system and filing tax returns
- Process office payments and maintain asset register
- Administration, HR and logistics support when required
- Support the business development team in screening for potential business opportunities in Kenya and beyond
- Assist in the management of web/telephone and email based enquiries
- Assist in the development of proposal and following up on tender submissions
- Assist in the management and uploading of content on the company blog and social media pages
- Assist the managing director in attending to operations and logistics requirements of the company
- Maintain the company's portfolio database and filing system
- Any other duties that may be assigned from time to time

Qualifications

- Diploma in business related courses, accounting, or marketing
- A bachelor's degree in business related courses, accounting, or marketing is desirable
- Minimum **3 years** in a similar role

Key skills

- Demonstrated ability to communicate, present and influence effectively at all levels of the organization
- Excellent interpersonal skills and disciplined
- Must be proactive and have a strong business acumen
- Skilled in MS office suite and Google suite
- Works with minimum supervision

How to apply

Qualified candidates are encouraged to send CVs and cover letters quoting relevant skills, qualifications and experience **via the recruitment form on Lexawud.co.ke or send their CV to recruitment@lexawud.co.ke**

Interviews will be done on a rolling basis until the position is filled.

Only the shortlisted candidates will be contacted