

Deacons Kenya Limited, the leading fashion retailer in East Africa over the last fifty years, is seeking to recruit focused, self-driven professionals of high integrity in the positions specified below. Deacons operates nine exciting brands namely, Woolworths, Truworths, Identity, Mr. Price Home, Mr. Price Clothing, Sheet Street, 4u2, Angelo and Adidas; through eighteen retail outlets with a central Head office and warehousing operation. Following the recent successful launch of four additional stores in Kampala and Dar es Salaam, Deacons is poised for further expansion within the region.

PERSONAL ASSISTANT

Reporting to the Chief Executive Officer, the Personal Assistant will be responsible for:

- Receives and screens telephone calls and visitors;
- Receives, reviews, organises and distributes mail;
- Maintains appropriate electronic and physical records , files and documents;
- Responds to general enquiries on behalf of the CEO;
- Coordinates with various staff for operational support activities for the CEO;
- Prepares minutes, notices, agendas and correspondence with all supporting documentation;
- Monitors and updates inventory, and performs simple analysis on accounts;
- Plans, arranges and communicates conferences, meetings or special events for the CEO;
- Arranges necessary travel reservations and itineraries;
- Implements new instructions, procedures and practices impacted by decisions as instructed;
- Organises and maintains the CEO's diary and makes the necessary appointments on his behalf;
- Takes dictation and minutes at meetings;
- Prepares documents, briefing papers, reports and presentations for the CEO;
- Any other duties as delegated.

The person:

- A minimum of Diploma in Secretarial studies or recognized equivalent;
- Advanced level typing, office organization and Business English;
- At least 5 years experience organizing a busy office;
- Excellent written and verbal communication skills with a high level of confidentiality;
- Excellent interpersonal skills;
- Keen attention to detail and a highly flexible disposition;
- Excellent computer skills.

*Interested candidates holding the necessary requirements, good performance and / or references are encouraged to send their applications with detailed CV, current telephone number and email address, on or before **06, August 2010** to the address indicated below.*

***The Human Resource Manager,
Deacons Kenya Limited,
P.O. BOX 30087-00100,
NAIROBI.
Email: careers@deacons.co.ke***

Preference will be given to qualifying staff members