KAKUZI PLC

Position: Confidential Secretary

Kakuzi PLC is seeking to recruit a **Confidential Secretary** to provide high-level administrative and secretarial support to the executives and senior leadership. Reporting to the Managing Director, the ideal candidate will provide secretarial support, manage sensitive information, coordinate internal logistics, and maintain office operations to ensure efficiency and effectiveness within the office.

The position is based at Kakuzi PLC Main Office, Makuyu.

Key Responsibilities:

- Administrative Support: Managing calendars, scheduling meetings, making travel arrangements, guesthouse bookings and handling correspondence.
- Confidential Information: Maintaining the confidentiality of sensitive documents and communications.
- Report Preparation: Creating and formatting reports, presentations, and other documents.
- Communication Management: Answering phones, screening and appropriately directing calls, and managing communication flow for the executive team.
- Office Management: Assisting with tasks like ordering relevant supplies, maintaining relevant records, and ensuring smooth office operations.

Qualifications and Experience:

- Minimum of Diploma in secretarial studies, office administration, business management or any other relevant course
- A minimum of 5 years' experience in executive or confidential secretary roles
- Exceptional organizational, multitasking, and time-management skills
- Proven ability to handle sensitive and confidential information with discretion
- Strong attention to detail and accuracy
- Excellent communication and interpersonal skills

Current Kakuzi employees are encouraged to apply

How to Apply

If you meet the above requirements, please send your CV, cover letter and relevant certificates to the below email address indicating the position in the email subject by **10th July 2025.**

Recruitment@kakuzi.co.ke

Please note only shortlisted candidates will be contacted.

We are an equal opportunities employer

Please note that Kakuzi PLC WILL NOT ask you to make any payment at any stage of the recruitment process.