



Sishol Healthcare Solutions Limited is a registered healthcare supply chain company specializing in the supply of pharmaceutical products, non-pharmaceuticals, hospital equipment, and oxygen.

We are committed to delivering high-quality healthcare supply solutions to our clients and are looking for dedicated and enthusiastic individuals to join our team.

**JOB TITLE: OFFICE ASSISTANT**

**LOCATION: KISII**

**Job Summary**

The Office Assistant will be responsible for managing office supplies, coordinating administrative tasks, handling communications, and supporting various departments as needed.

**Key Responsibilities**

1. Provide general administrative support, including managing correspondence, scheduling meetings, and organizing office files.
2. Answer and direct phone calls, emails, and other inquiries in a professional manner.
3. Assist with the preparation and distribution of internal and external communications.
4. Maintain and order office supplies and equipment, ensuring adequate stock levels and timely replenishment.
5. Oversee the organization and cleanliness of office spaces, including common areas and meeting rooms.
6. Coordinate and support office maintenance and repair activities.
7. Prepare, format, and proofread documents, reports, and presentations as required.
8. Handle incoming and outgoing mail and packages, ensuring proper distribution and tracking.
9. Assist with filing and document management, maintaining accurate and organized records.
10. Schedule and coordinate meetings, including arranging logistics, preparing agendas, and taking meeting minutes.
11. Manage visitor logs and access controls to ensure security and compliance with company policies.

**Requirements**

1. Diploma in office administration or related fields or equivalent.
2. Previous experience in an office administration or support role is preferred but not required.
3. Strong organizational and multitasking skills.



4. Proficiency in Microsoft Office Suite.
5. Excellent communication and interpersonal skills.
6. Ability to handle sensitive information with discretion and confidentiality.

### **Application Instructions**

1. Interested candidates to email their cover letter and detailed curriculum vitae **ONLY**; including names and contacts of three references, to [hr@sishol.co.ke](mailto:hr@sishol.co.ke) on or before **15<sup>th</sup> September 2024**.
2. The email subject line **MUST** include the position title being applied e.g., **"PROCUREMENT OFFICER"**
3. Canvassing of any nature will lead to automatic disqualification.