



Nile Hotel International Ltd

4th Floor, Tall Tower, Crested Towers, Plot 17 Hannington Road,
Nakasero, P. O. Box 7057, Kampala.

JOB ADVERTS

JOB POSITION: Office attendant

MAIN PURPOSE OF THE JOB:

Responsible for the cleaning and maintenance of the office, performing messenger errands and refreshment errands at the office. He/she will support the day-to-day administrative errands when the need arises.

DUTIES AND RESPONSIBILITIES

1. Office Reception
2. Cleaning
3. Organizing
4. Health and Safety
5. Any other duties as may be delegated by the supervisor.
6. Receiving and delivery of company communication letters.

QUALIFICATIONS

- A Uganda Advanced Certificate of Education is mandatory.

EXPERIENCE:

- At least 2 years proven related work experience in an office environment is mandatory.

COMPETENCIES:

- Customer care skills with demonstrated knowledge of phone etiquette, appropriately receiving inward communications and delivery of outward communications.
- Ability to operate office and kitchen equipment i.e. printers, scanners, microwaves, percolators and blenders is mandatory.
- Cleaning skills is a mandatory.
- Basic reading and speaking of English is a mandatory skill.
- Aware of basic kitchen hygiene procedures is mandatory.

REPORTING

- ## **WHERE TO SUBMIT YOUR APPLICATION**

- [illegible]