



Geomil & Associates Consulting
Where HR Solutions Meets Organization Goals

JOB OPPORTUNITY

Administrative Assistants (5)

Duty Stations: Nairobi, Eldoret, Machakos, Garissa, Embu

KMPDU is a reputable union in the health sector with presence across all the 47 counties. The Union is an equal opportunity employer and is looking for dynamic and self-driven candidates who possess strong internal drive, analytical skills, numeracy & computing skills backed by good oral and written communication skills and focus on achieving goals. Working under direct supervision by Branch officials and indirect supervision by the head office Administrative Officer. Below is the job summary and key roles.

Job Purpose

The job holder working under the direct supervision of the Union Branch officials is responsible for keeping the branch running smoothly, taking care of administrative and organizational tasks that make the branch functions efficiently and effectively.

Key Responsibilities / Duties / Tasks

- Handles all correspondences, emails, act on the actionable areas and ensures delivery of letters;
- Keeps register of all members of the Branch and their contacts, address all issues raised by members and issuance of membership registration numbers/ cards;
- Keeps records of all hospitals both public and private within the jurisdiction and follow up to ensure all Union dues are remitted on time;
- Keeps accurate record of all Branch assets and ensures their safety and security;
- Handles telephone calls and appointments, attends to all enquiry by branch visitors;
- Organize and service meetings (producing agendas and taking minutes) maintain diaries of officials, arranges appointments and acts;
- Ensures security of office records, equipment and documents;
- Maintains an up to date filing system and retrieval of documents;
- Coordinate and ensures office orderliness and attend to day to day running of the branch;
- Actively recruit new members of the branch, visit health institutions to market and popularize the Union;

- Ensures proper preparation of branch books of accounts, record of financial transactions and income & expenditure accounts;
- Ensures that the monthly returns and books of accounts are submitted to head office for proper book keeping;
- Disseminate official communications as directed by the HQ / National Office;
- Ensures all branch expenditures are duly authorized;
- Performs any other duties as may be assigned by superiors.

Job Competencies (Knowledge, Experience and Attributes/ Skills)

- Be a holder of at least Diploma in Business Administration/Management or equivalent;
- At least 3 years' experience in the relevant field; preferably in busy organization. (Experience in trade union, labour organization is highly desirable.);
- Proficiency in Computer - MS Office;
- Good communication and interpersonal skills;
- High ethical standard and integrity in handling confidential information.

HOW TO APPLY:

Qualified and interested candidates who meets the minimum requirements should send their CV and Cover letter indicating salary expectations for the position and preferable duty station to info@geomilconsulting.com and geomilconsulting@gmail.com by COB **1st September 2025**. The subject line of your application should read:

Administrative Assistant (and preferable Duty Station)