



Actuarial & Consultants

## Personal Assistant NAIROBI OFFICE

QED provides actuarial, risk management and analytical solutions across the broader African continent and beyond.

Our Nairobi office, which serves as the service hub in East Africa, is hiring a Personal Assistant to the regional Managing Director and the executive team to support our office operations.

We offer you an exciting opportunity to work with a leading professional services firm and our cutting-edge clients, a supportive team environment, and ample space to grow and to be innovative

[www.qedact.com](http://www.qedact.com)

Apply for this position using the following link:

<https://www.qedact.com/vacancies>

QED is an equal-opportunity employer.

Please note that only shortlisted candidates will be contacted within two weeks from application.

### Responsibilities:

- Provide strategic coordination between the regional MD and the external and internal stakeholders.
- Facilitate communication within the team and ensure key information is disseminated appropriately.
- Manage the MD's schedule, coordinate local and international travel; process expense reporting of the MD.
- Provide administrative services for the office such as formatting and proofreading documents, drafting letters, compiling management reports, and conducting research for client proposals and internal initiatives.
- Organise and maintain correspondence, ensuring timely responses, and efficient workflow.
- Assist with project status updates and budget tracking, invoicing and debtor management, and maintaining project documentation.
- Prepare agendas, meeting minutes, and track action items for follow-up after meetings.
- Organise client workshops and conferences.
- Handle general office management tasks, including managing supplies and vendor relationships.
- Assist in any other matter relevant to the management of the Business Unit as assigned.

### Professional Qualifications and Experience:

- Diploma in Business Management/ Secretarial Course/Business Administration.
- At least 2-5 years' experience in a similar role. Some experience in project management is an added advantage.
- Advanced IT Proficiency in Microsoft Office (i.e. Word, Excel, PowerPoint, Outlook). Familiarity with document management system is an added advantage.

### Personal Attributes:

- Clear communication (written and verbal), and good numeracy, presentation and analytical skills.
- Strong attention to detail and ability to maintain highest confidentiality.
- Team player with the ability to work independently, be proactive, and adapt to changing needs.
- Excellent organisational and planning skills with the ability to multitask.
- Comfortable working in a fast-paced, growing environment.

### OUR PURPOSE



#### To solve problems.

We are passionate about solving complex strategic and technical problems based on our training, experience and research.



#### To empower people.

We are committed to empowering our staff and clients so that they can be successful and attain their full potential.



#### To make a difference.

We aspire to make a positive difference in the world through growing our staff and clients and directly through various initiatives.

Empowerment | Diversity | Sustainability