

Front Office and Administration Assistant (Maternity Cover)

Are you ready to be the face and heartbeat of our operations and administration? We're on the lookout for a dynamic Front Office and Administration Assistant to join our vibrant team as Maternity Cover! You'll be the go-to person for keeping our administrative and operations function smooth and efficient. If you're proactive, detail-oriented, and ready to offer top-notch service to both our team and our valued partners, we want you on our team!

About Kenya Climate Ventures

Kenya Climate Ventures (KCV) is a climate impact, gender lens investor, de-risking early growth stage gender inclusive climate smart enterprises. KCV provides tailored, patient, and affordable capital combined with business growth support to early - stage and growth - stage climate smart enterprises, supporting them gain market traction and attract follow - on capital to bridge and sustaining business growth, market systems improvement and sustainable impact in rural, peri - urban, and humanitarian markets in Kenya and the region.

Your Role and Responsibilities

Reporting to the Finance and Administration Manager, the Front Office and Administration Assistant is responsible for the day to day running of the KCV assigned office administrative duties and procurement function. Whilst pro - actively performing duties of office administration, front office management and procurement, the job holder will offer quality service to both internal and external parties. The Job holder will work closely with the Investment and Enterprise Development Departments.

You will;

- a) Manage Front Office.
- b) Manage mails and calls.
- c) Manage executive schedule of meetings/appointments.
- d) Keep track of office supplies and ensure timely requisition.
- e) Manage logistics and support the procurement process within the company.
- f) Manage transport logistics within the company.
- g) Co - ordination meetings and company events.

- h) Manage office access for all the staff members and clients.
- i) Maintaining filing system
- j) Manage office petty cash and reporting.
- k) Reconcile the service contract payments and update management on administrative pending bills.
- l) Reconcile monthly corporate credit account for payment.

Do you have what it takes?

For this role, the qualifications include;

- Minimum a Degree in Business / Office Administration / Public Relations / Finance/ Customer Service or equivalent training of administration, office and executive management.
- Minimum of 3 years' experience in office administration, or related fields.
- Experience in petty cash and credit card management.
- Computer skills including the ability to operate emails, spreadsheet and Word processing programs at a highly proficient level.
- Must possess excellent planning, organization and time management skills.
- Excellent writing, communication and presentation skills.
- Strong interpersonal skills, with a good aptitude for and transparency, patience and perseverance.

Employment Duration: Maternity cover for eight (8) months

Workplace: Nairobi - Kenya

Starting Date: 1st October 2025

How to Apply

To apply, submit an up-to-date resume and cover letter detailing:

- Experience relevant to the role being applied for,
- Daytime telephone contacts,
- Valid email address, and
- Names of three professional referees.

Send your application to, hr@kcv.co.ke. **Closing date** for applications is **Tuesday 23rd September 2025**. Only shortlisted candidates will be contacted.