



KIGALI MULTISERVICE COOPERATIVE

Expand Your Business With Us!

TIN: 101734991

JOB ADVERTISEMENT

Kigali Multiservice cooperative (KMC) is recruiting an experienced and qualified *Assistant Administrative officer* who will be based at KMC RUBAVU and fulfilled the requirements below:

He/she will be responsible for the following duties and responsibilities:

- Produce and distribute correspondence memos, letters and forms
- Handle sensitive information in a confidential manner and Take accurate minutes of meetings
- Coordinate office procedures and reply to email, telephone or face to face enquiries
- Receive and transfer/ orient mails (incoming and outgoing) and ensure the maintenance of the recording system
- Based capturing of information and mails of the cooperative as requested
- Classify and maintain files and documents according to the information classification or filing practices in use within KMC
- Manage purchases and keep up to date the stock cards
- Develop and update administrative systems to make them more efficient
- Resolve administrative problems on the field
- Manage staff appointments and coordinate repairs to office equipment
- Photocopy and print out documents on behalf of other colleagues
- Carry out any other duty assigned by KMC

Key Technical Skills & Knowledge required:

- Knowledge of Office Administration;
- Knowledge of Communication Skills;
- Knowledge of Computer Skills;
- Knowledge of Interpersonal Skills;
- Knowledge of Organizational Skills;
- Knowledge of Time Management Skills;
- Knowledge of Bookkeeping Skills;
- Fluent in Kinyarwanda, English and French

Bachelor degree in Secretariat Studies, Office Management or Business Administration, Administrative Sciences,

Application Deadline:

The interested candidates should submit their application documents (CV, letter of motivation, copies of diplomas and three professional references) until **September 4th, 2025, 12:30 PM** at KMC Headquarters in Kicukiro-Zinia, Road KK 517 ST or on email: mundererel@yahoo.fr. Only selected candidates will be contacted for test.

NGARUYE Jean Claude

Manager of KMC

29/07/2025



Done at Kicukiro on 28th August 2025