



WE ARE HIRING!

Our Client is offering an exciting employment opportunity for **ADMINISTRATIVE EXECUTIVE!**

Role Overview

To assist with and execute all administrative duties of the organization while managing daily office operations. This role is responsible for maintaining organizational systems and supporting all essential office functions.

The ideal candidate should have a strong analytical mindset, excellent data skills, good communication skills and superior interpersonal skills.

Responsibilities

1. Maintain various agreements, documents, forms and formats as per pre-defined formats
2. Providing support to other departments and managers.
3. Ensure a clean office/ factory environment.
4. Take initiative in manager's absence
5. Maintain procedures manual to ensure consistent performance of routines
6. Updating admin related information/data into the MIS
7. Record keeping of stationary and providing the same.
8. Supervise Support Staff to ensure that the office is managed well.
9. Manage the overall office supplies, food, pantry, etc.
10. Record keeping of stationary and providing the same.
11. Maintaining trouble free utility services and timely payment to the service providers for Water, Electricity, Telephone, Internet and other utility services.
12. Coordinating with security service provider to the company

Key required competencies

1. Bachelor's Degree or Diploma in Administration, or related field
1. The suitable candidate should have work experience of 2-4 years. Work experience in a pharmaceutical company is an added advantage.
2. Excellent Team player with superior interpersonal skills
3. Attention to details
4. Ability to handle sensitive and confidential information.

DO YOU HAVE WHAT IT TAKES?

Here is how to apply: -

All interested candidates should send copies of their updated **CVs** with two referees to; **application@jobconnect.co.ug** not later than 3rd June 2026, at 5:00 p.m.

Please note that due to the high level of applications, only successful candidates will be contacted.