

VACANCY ANNOUNCEMENT

Vacancy Title: Administration Assistant

Organisation World Trumpet Mission, located at the Nations Prayer Mountain, Seguku Uganda.

Contract Type: 1 year, renewable.

Contract Type: Full time.

Job Summary

Reporting to the Procurement and Administration Officer, the Administration Assistant is responsible for providing administrative support to WTM's support office. Overall, the role will support day to day office operations that include stores management, supervising WTM estates and cottages, coordination of staff and visitors' meals and refreshments, courier management, among others.

Responsibilities

- Supervision of WTM estates and cottages.
- Stores management.
- Coordinate staff meals and refreshments.
- Courier management e.g. incoming and outgoing mails, Post Office, among others.
- Other duties assigned by supervisor.

Requirements, Qualifications & Experiences (essential/desirable)

- A university degree in a business course, humanities or related field from a recognized institution.
- Minimum years (2) years' experience in a similar role.
- Training in hospitality is highly desired.
- Attention to detail.
- Communication and problem-solving skills.
- Customer and deadline focused.
- Ability to multitask and prioritise.
- Strong interpersonal skills.
- High level of flexibility and eager to support others.
- Proven supervision skills and effective team player.
- Strong personal relationship with Jesus Christ as evidenced by spiritual maturity and a close daily walk with Him.

How to apply

Suitably qualifying candidates should send through their applications including a cover letter, CV and Academic documents as one PDF electronically through the below email: hr@worldtrumpetmission.org, including the job title as the subject. Hard copies shall not be accepted. Late applications and those that do not have a CV or certificates attached will

be

disqualified.

Deadline for receiving applications

The deadline for submitting applications is **Aug 30th, 2024, not later than 5:00pm.**

Due to high volumes of applications we envisage to receive, only shortlisted candidates shall be contacted. This is an urgently required position therefore all applications shall be reviewed on a rolling basis.

WTM provides equal employment opportunities to all employees & qualified applicants without regard to race, colour, religion, gender, national origin, age, disability, marital status, or class and therefore complies with all applicable laws governing nondiscrimination in employment. WTM has zero-tolerance to any form of exploitation, harassment, abuse, fraud and corruption, in addition to other safeguarding aspects.

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