



IFTRA UGANDA LIMITED
P.O.BOX 31111 KAMPALA UGANDA
PLOT NO: 46 GAYAZA ROAD

WE ARE HIRING

COMPANY PROFILE

IFTRA Uganda limited has set itself out to be a leading fish processing company providing quality Nile perch and tilapia fish products sourced from Lake Victoria, both nationally and internationally. We process both fresh and frozen products and guarantee consistent product excellence, reliability and efficient services to all of our internal and external customers.

Founded in 2009, IFTRA Uganda Ltd was established as a limited liability Company under Section 16(1) of the companies' act of Uganda as a fish processing and export company. We have created a brand IFTRA that offers the local, regional and international customers an unparalleled services coupled with a cutting- edge product that is at par with leading international and department of fisheries standards.

POSITION: PERSONAL ASSISTANT/ SECRETARY


We are looking for a versatile and highly-organized personal assistant to perform personalized administrative duties for the managing director. In this role, you will be responsible for scheduling meetings, taking notes, and handling correspondence on behalf of the managing director. You may also be required to make travel arrangements and assist with other duties when required.

To ensure success as a personal assistant, you should exhibit excellent organizational skills and demonstrable experience in a secretarial role. Accomplished personal assistants are intuitive to the needs of the managers and work autonomously to provide customized administrative support.

Personal Assistant/ Secretarial Responsibilities:

- Reporting to managing director and performing secretarial and administrative duties.
- Typing, formatting, and editing reports, documents, and presentations.
- Entering data, maintaining databases, and keeping records.
- Liaising with internal departments, answering calls, and making travel arrangements.
- Managing internal and external correspondence on behalf of the managing director.
- Scheduling appointments, maintaining an events calendar, and sending reminders.
- Copying, scanning, and faxing documents, as well as taking notes.
- Ordering office supplies and replacements, as well as managing mail and courier services.
- Observing best business practices and etiquette.

Iftra Uganda Limited
P.O.Box 31111, Plot 46, Gayaza Road,
Kanyanya, Kampala, Uganda



Personal Assistant Requirements:

- High school diploma or degree in any business related field.
- Certification in secretarial work, office administration, or related training.
- *Proficiency and fluency in both English and Chinese language is a must. HSK 3 or 4 certification in Chinese language is an added advantage.*
- 1 years of experience as a personal assistant would be advantageous.
- Extensive experience in creating documents and spreadsheets, using office software such as MS Word, Excel, and PowerPoint.
- Advanced typing, note-taking, recordkeeping, and organizational skills.
- Ability to manage internal and external correspondence.
- Working knowledge of printers, copiers, scanners, and fax machines.
- Proficiency in appointment scheduling software such as MS Outlook, as well as call forwarding.
- Excellent written and verbal communication skills.
- Exceptional interpersonal skills.

DEADLINE

Send your CV with a copy of your national ID and 3 references to info@iftrauganda.com not later than 23rd Feb 2022.

Ladies are encouraged to apply

CONTACT US/ HUMAN RESOURCE MANAGER

IFTRA UGANDA LIMITED

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