

Exciting career opportunity

#Thrive with us and #Come as you are



Front Office/ Administration Officer- KPMG Rwanda

KPMG is a global network of professional services firms providing Audit, Tax and Advisory services, with an industry focus. Our purpose is to inspire confidence and empower change. We have a notable 'Africa Footprint' serving clients across the continent.

Due to continued growth, we are looking to recruit a **Front Office/ Administration Officer.**

The role will be based in Kigali, Rwanda

Summary of roles and responsibilities

- Receptionist/Front Office Duties: This includes receiving, assisting, and directing clients, managing the switchboard, handling mail, responding to public inquiries, and managing meeting bookings within the firm.
- Office and Document Management: The role involves formatting and maintaining reports and correspondences for the Audit and Tax units, managing file archives, obtaining reference letters for completed work, and filing confirmations and other correspondences as directed by managers.
- Event Preparation and Coordination: Working with other CSU units to prepare for events that the firm may be involved in.
- Writing and Correspondence: Writing business letters, reports, or office memoranda, and keeping track of company documents and information within the administration unit
- Providing any other administrative support requested by the Partner or Managers.

Academic/Professional qualifications and Experience:

- 3 to 5 years' experience in a busy reception or administrative role, preferably at an international firm.
- Certification or Diploma in Front Office/Hospitality/Management/Secretarial course/ Business Administration or equivalent qualification
- Basic knowledge of computer and exposure to MS word, Excel and PowerPoint
- Fluent in English and Ikinyarwanda.
- Working knowledge of French is an added advantage

Technical skills and competencies:

- Organisational and multi-tasking skills: Ability to deal with multiple demands effectively and efficiently
- Communication skills: Excellent communication skills both written and verbal presentation
- Ability to build collaborative relationships with others inside and outside the organization.
- Multicultural Skills: must be able to operate and interact in a multicultural environment and uphold cultural diversity.
- Problem-Solving Skills: ability to handle and resolve unstructured problems and provide effective solutions

We offer:

- An exciting opportunity to work with a Big 4 firm on cutting edge clients across Africa.
- Continuous learning and development.
- Exposure to multi-disciplinary client service teams.
- Unrivalled space to grow and be innovative.

If your career aspirations match this exciting opportunity, please use the link below to apply:

[Front Office/Administration Officer.](mailto:RW-FMTalentRecruit@kpmg.com) Filling the link is mandatory for consideration alongside your application to RW-FMTalentRecruit@kpmg.com quoting "Front Office/ Administration Officer" by 7 December 2024.

Please note that only shortlisted candidates will be contacted. Shortlisting shall be done on a rolling basis