



Exciting career opportunity



#Thrive with us and #Come as you are

Operations Officer

KPMG is a global network of professional services firms providing Audit, Tax and Advisory services. Our purpose is to inspire confidence and empower change. We have a notable Africa Footprint serving clients across the continent. Our East Africa practice comprises Kenya, Uganda, Tanzania, and Rwanda.

The Nairobi office serves as the regional coordinating office providing the required networking to facilitate delivery of services on a timely basis to meet and exceed our clients’ expectations.

Position Summary

We are currently looking for an Operation Officer in our Tax & Regulatory Services Unit to provide support as a personal assistant to the Tax Partners and administrative support to the Tax Business Unit.

Key roles and responsibilities

Personal Assistant roles:

- Making travel, visas, renewal of passports, hotel bookings, transfer arrangements and other travel logistics for the BU Partner, Visitors and Managers as may be requested by management team from time to time.
- Managing the Partner’s calendar, meeting requests, taking messages in his absence and/or referring to respective managers.
- Booking the Partner’s time to respective client codes as shall be provided by the Partner/finance team. Ensuring trainings and seminars attended by the Partner are appropriately identified as such and time appropriately booked to the correct task codes.
- Managing the Partner’s in-out trays ensuring letters and parcels are dispatched on a timely basis and the trays are cleared periodically.
- Ensuring the Partner’s office is tidy, well-arranged and has necessary supplies.
- Performing any other PA role and duties as may be requested by the Partner from time to time.
- Ensure partner credit cards are accounted for monthly.
- Updating Partners trainings on ICPAK, ACCA, LSK as well as booking them as well as updating the firm’s learning platform with earned CPD’s.
- Telephone bills accounting- For the Partners.
- Liaising with managers for regular partner/client meetings (at least 3 per quarter).

Administrative roles:

- Securing rooms and facilities for client and departmental meetings and learning hours.
- Liaising with the Brand and Communication team, administration teams as well as the Risk Management team, in efficiently and effectively organizing Tax BU events such as Budget Supper, Tax trainings and Private Enterprise events.
- Any other duties as may be assigned.

Academic/Professional qualifications and Experience:

- Diploma in Management/Secretarial course/ Business Administration; and
- University degree in a relevant field will be an added advantage.
- Must have a **minimum of 4 - 6 years** of working experience.
- Experience in an accounting/ law firm, and/or corporation, will be an added advantage.
- Proficient in Microsoft Office applications including Word, Excel, and Access along with experience performing internet research.

Personal attributes:

- Interpersonal Skills: Must be able to build strong relationships with people of diverse personalities.
- Global Behavioral Capabilities: strong demonstration of KPMGs global behaviors.
- Demonstrate and articulate KPMG values.
- Strong organizational skills and creativity: Be able to develop new simple approaches to problems.
- Communication Skills: Excellent communication skills both written & verbal presentations.
- Flexibility in prioritizing and completing tasks.
- Willingness to work under supervision and learn new skills quickly.
- Attention to detail; Have very good attention to detail.
- Pragmatic Problem-Solving Skills: Ability to handle and resolve unstructured problems and provide effective solutions.
- Personal and Professional Ethics: Must operate and practice within the professional code of conduct, look and act professional and be honest, with self and colleagues.
- Comfort interacting with C-level professionals.

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.
- Opportunity for international travel.

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

Operation Officer – Candidate's Summary. Filling the link is mandatory for consideration alongside your application to talentrecruit@kpmg.co.ke quoting ‘**Operations Officer**’. This role will be shortlisted on a rolling basis.

Please note that only shortlisted candidates will be contacted.