

OPPORTUNITY TO SERVE

Operations Coordinator

BTL-Christian International Conference Centre Ruiru is seeking to recruit a dynamic, innovative and highly motivated Kenyan with a good Christian standing, demonstrated spiritual maturity and a calling to serve to fill the position above:

Duties and Responsibilities

1. Fixed Assets Management
2. Logistics and Fleet Management
3. Security Management
4. Swimming Pool and Gardens Management

Qualifications

1. Diploma in Mechanical Engineering or a related discipline in Engineering
2. Diploma in Business Management and working in the same position in a hospitality establishment are added advantages.
3. Computer skills
4. At least two years hands on experience as an operations or a maintenance supervisor

Key Competencies

1. Critical thinking and problem solving skills
2. Planning, organizing and leadership skills
3. Communication skills
4. Delegation and teamwork
5. Negotiating skills

Applications with a detailed CV, copies of certificates, and three referees (Professional, Social and Church), Office and mobile telephone contacts for both applicant and referees be emailed (Preferred) or posted to reach the under mentioned by **Friday 11th August 2017**

HUMAN RESOURCES MANAGER
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