



RECEPTIONIST

POSITION SUMMARY: The receptionist will support administrative tasks related to the survey, including coordination of appointment visits and management of participant flow at the survey site.

MAJOR ACCOUNTABILITIES

- Manage participant flow
- Coordinate survey appointment visits
- Review participant checklists for completion
- Answer phone calls
- Maintain high levels of confidentiality throughout the survey.

Required Qualifications, Knowledge and Skills:

- Diploma in Business Administration
- 2-3 years of experience in administration.
- Demonstrated experience in supporting research studies involving key and vulnerable populations is an advantage.
- Detail oriented and highly organized, able to multi-task.
- Ability to adapt and work with diverse groups of people.
- Proficient in Microsoft Office Suite applications.
- Excellent interpersonal, organizational, verbal and written communication skills.
- Candidate from key and vulnerable populations is preferred.
- Fluency in Kiswahili and English languages