JOB DESCRIPTION

Logistics & Administrator Assistant – Nairobi, Kenya

Job Information	
Job Title	Logistics & Administrator Assistant
Location	Nairobi, Kenya
Working Hours	08:30am – 5:00pm, 5 days a week

Position in the Organisation	
Accountable to	Lead Receptionist / Administrator
Works in conjunction with	All staff at InterHealth Nairobi Centre

Overall Purpose of Job
Providing support and assistance to the Practice Manager and Lead Receptionist/Administrator with the logistics and procurement of InterHealth's Travel Supplies & Health Kits. The role also involves organising and co-ordinating international travel for staff and Associates as well supporting colleagues with various administrative duties.

Summary of responsibilities:

Logistics

- Unpack deliveries from suppliers, cross-checking deliveries with orders placed, record items received and restock shelves.
- Assist with the printing of medication labels when received.
- Regular stock checks of products reporting back to Practice Manager.
- Put together and pack various medicine kits ensuring required information sheets are included.
- Keep accurate records of kits which have been made up and dispensed to clients in the appropriate files.
- Ensure all kits are checked by clinical staff before they are stored away or dispatched to clients.
- Process any health supplies orders and ensure they are completed and dispatched in the appropriate time, prioritising urgent orders where necessary.
- Record all medicines and kits containing medicines in the appropriate files before dispatching.

Administrative

- When covering Reception, welcome patients/visitors on arrival at InterHealth Kenya Centre, deal with their queries and paperwork and check them in/out of Crosscare and/or the visitors' book.
- Provide excellent customer service by demonstrating a clear understanding of InterHealth's services.
- Utilise and develop competence with Cross care for all aspects of patient administration, appointments and invoicing.
- Respond sensitively and appropriately to any queries and/or questions from patients and clients as and when required.
- Other general administrative duties such as filing, scanning , printing copies and photo copying as well as responding to reasonable ad hoc duties requested by clinical staff.