



VACANCY

PA- FINANCE DIRECTOR

Head Office - Nairobi

Company Profile:

AAA-Growers is one of Kenya's leading exporters of vegetables, flowers, and avocados. We are driven by innovation, technology, and quality, providing a challenging yet rewarding environment where our people can grow and thrive.

Job objective:

We are seeking a highly organized and proactive Personal Assistant to support our Finance Director. The ideal candidate will help streamline operations, enhance reporting accuracy, and support our mission of driving cost efficiency and sustainable growth.

Key Responsibilities

- Manage and coordinate the Finance Director's calendar, appointments, and meetings.
- Serve as the first point of contact for internal and external stakeholders.
- Prepare reports, presentations, and documentation.
- Handle confidential information with the highest discretion.
- Organize travel, accommodation, and itineraries.
- Attend meetings and take minutes when required.

Qualifications and Key Competencies

- Proven experience as a Personal Assistant or in a similar administrative role.
- Excellent organizational and time management skills.
- Strong verbal and written communication skills.
- High integrity and ability to handle sensitive information.
- Proficient in Microsoft Office (Word, Excel, Outlook, PowerPoint).
- Ability to multitask and work under pressure.
- Diploma or degree in Business Administration or related field is an added advantage.

We offer.

At AAA-Growers, we have great ambitions. Innovation, technology, and quality are our top priorities, creating a dynamic workplace where you can grow both personally and professionally. We offer a dynamic and supportive workplace where you can grow both personally and professionally, and where teamwork and collaboration are part of our culture.