



JOB OVERVIEW			
JOB TITLE	Office Intern		
JOB LOCATION	Watamu		
GENERAL DESCRIPTION	General office administration for 6month internship leading to specific role thereafter should the internship be successful. Specific roles are store person, branch manager, office administrator or salesman		
DIVISION / DEPARTMENT	Admininstration	REPORTS TO: NAME	Erica Thomas
SUBDIVISION	TBC	REPORTS TO: TITLE	Director
POSITION DETAILS			
<input type="checkbox"/> FULL-TIME	<input type="checkbox"/> PART-TIME	45	HOURS PER WEEK (5.5 days inc Saturday)
<input type="checkbox"/> Fixed term(6 months)	<input checked="" type="checkbox"/> INTERN	<input type="checkbox"/> EXEMPT	<input type="checkbox"/> NONEXEMPT
EDUCATION REQUIREMENTS	KCSE mean grade B		
KNOWLEDGE REQUIREMENTS	General office activities: computer skills, store management, basic invoicing and customer interaction		
PREFERRED WORK EXPERIENCE	Preferred 2 years esperience in an office with experience of an ERP type system for stock management, invoicing and planning work		
OTHER qualifications, certifications, professional memberships, etc.	N/A		
PERSONAL QUALITIES	A quick learner that can adapt to a new enviornment quickly. Comfortable interacting with the factory staff and customers		
BEHAVIORAL COMPETENCIES			
BEHAVIORAL COMPETENCY 1	Tehcnically minded		
BEHAVIORAL COMPETENCY 2	Quick to learn		
BEHAVIORAL COMPETENCY 3	Problem Solving		
BEHAVIORAL COMPETENCY 4	Communication		
BEHAVIORAL COMPETENCY 5	Ability to work alone		

TECHNICAL COMPETENCIES	
TECHNICAL COMPETENCY 1	Computer skills
TECHNICAL COMPETENCY 2	ERP System
TECHNICAL COMPETENCY 3	Petty cash handling
ADDITIONAL JOB DIMENSIONS	
ASSOCIATED RISKS	Possibility of worklocation being away from Watamu
BUSINESS ACCOUNTABILITY	Depending on final role
FINANCIAL ACCOUNTABILITY	Depending on final role
TYPICAL DIRECT REPORTS	Directors
INDIRECT REPORTS	Other management staff
INTERNAL RELATIONSHIPS	The whole workforce
EXTERNAL RELATIONSHIPS	Customers and suppliers
KEY ACCOUNTABILITIES	KEY DUTIES
To be defined in various positions	Experience and learn the business

Captain Andy's will be holding periodical interviews for this position, please contact recruiting@captainandyskenya.com with your CV and application letter