

Esoko, Africa's leading mobile-based agric platform, is expanding into East Africa. We're opening an office in Nairobi Kenya and are looking for smart, dynamic go getters who want to make a difference in people's lives through private technology interventions. If you're ambitious and looking to do something different, then come join the Esoko team and help us transform the way African agricultural markets work.

Esoko is Africa's award-winning market information service. We provide market prices, weather, tips and buy/sell matchmaking to smallholders via SMS and smartphone. Esoko also allows projects and businesses to setup and manage their own supply chain networks with a range of mobile applications including polling, surveying, e-extension, SMS push, airtime top-up, product validation and inventory tracking. All of this is backed up with a call centre service and field deployment experts and training.

Built and piloted over the last four years in Accra by a team of almost fifty software engineers, marketing specialists and agricultural business advisors, Esoko represents a new kind of company that is leveraging the power of mobile technology within trade to disrupt and transform how business is done. By using better technologies to manage businesses, Esoko believes that everyone in the value chain will benefit. Early results confirm these aspirations.

Esoko is currently in 10 countries and has been featured on CNN, recognized by the UN's WSIS committee, and funded by the International Finance Corporation and Soros Economic Development Fund. It is a privately run company, expanded through direct sales and franchise model.



Administrative Officer

The Administrative Officer will be responsible for managing the office and logistics for the entire Esoko staff. This is a key role who will conduct important financial and administrative tasks.

Role Responsibilities

- Manage logistics for field visits, trainings, meetings
- Plan and schedule meetings and conference calls
- Organize transportation for field visits, etc.
- Assist with recruitment and new hire orientation
- Liaison with company's bookkeeper to maintain financial accounts
- Maintain office files and documents
- Manage petty cash fund
- Assist with staff performance evaluations
- Prepare employment and consultant contracts
- Prepare payments vouchers, invoices and payment slips
- Handle company purchases, bill payments, and bank deposits and withdrawals
- Manage relationship with company secretary and ensure all filings are in compliance with statutory regulations
- Assist with the setup of employee benefits like cooperatives, insurance, etc.
- Conduct market research
- Write quarterly reports
- Other tasks as required

Job Requirements

- Bachelor's degree in Business, Finance, Economics or related field
- Self starter with passion for company mission and vision
- Excellent writing, communication and interpersonal skills
- Enthusiasm and desire to learn new things
- Strong administration and organizational skills
- Born multi-tasker and problem solver

These roles may be full-time or for a fixed contract period. These positions are based in Nairobi, Kenya. We provide competitive compensation, and encourage diversity, creativity, and professionalism in the workplace. To read more about the project, visit about.esoko.com.

To apply, visit www.esoko.com/careers