

Job Title: Administrative Coordinator
Job Type: Full Time
Location: Nairobi, Kenya

About Salient Advisory

Health markets are shifting rapidly. We help clients accelerate transformational change.

Salient Advisory is a boutique global healthcare consulting firm founded in 2020, with staff in Canada, Kenya, and Nigeria. We seek to reconstruct systems and approaches that are no longer fit for purpose in today's global health environment. We conduct analyses and support partnerships to use technology and innovations, adapt policy and financing, and elevate unheard voices to change global conversations and transform access to care. Our recent work has been featured by CNN, Quartz, Bloomberg, CNBC, Devex, Stanford Social Review, Centre for Global Development, the Brookings Institution, and more.

We pride ourselves on excellence in our thinking and execution. We tackle complex challenges, operate with trust and accountability, learn from diverse perspectives, and embrace growth. We are a fully distributed, global team.

About the Role

We have an exciting opportunity for a dynamic, detail-orientated Administrative Coordinator in Kenya. This role will involve collaborating closely with senior staff to ensure smooth operations and the seamless execution of administrative tasks. While the Administrative Coordinator will work with our team to support Salient Advisory events, their responsibilities will encompass a broad range of high-level administrative tasks, including communication, document preparation, and vendor management. We seek a tenacious self-starter with experience executive support. The ideal candidate will be proactive, resourceful, dependable, and dedicated to maintaining the high standards and impactful results Salient Advisory is known for, with a keen emphasis on attention to detail.

Your Responsibilities

- Provide high-level administrative support, including managing complex calendars, coordinating meetings, and handling travel arrangements.
- Draft, review, and finalize documents ensuring they are polished and appropriate for high-profile recipients.
- Manage guest invitation/communications process for both internal and external meetings or events.
- Assist in logistical aspects of events, ensuring smooth coordination with internal and external stakeholders.
- Take detailed and accurate meeting minutes or notes when necessary.

- Serve as a key point of communication, liaising with both internal teams and external partners.

Required Professional Experience

- Minimum of 3 years of experience as an executive assistant or in a similar high-level administrative role, preferably within top-tier corporations.
- A bachelor's degree in Business Administration, Communications, Management, or a related field preferred.
- Adept at planning and coordinating logistics for high-profile events or meetings, ensuring flawless execution.
- Proven ability to draft, review, and finalize polished documents suitable for high-profile recipients.
- Strong communication skills, particularly in liaising with high-profile individuals via email and other platforms.
- Exceptional organizational skills, attention to detail, and the ability to manage multiple tasks simultaneously.
- Skilled in vendor management, negotiation, and basic financial tasks like expense reporting.
- Expertise in managing complex calendars, coordinating meetings, and handling travel arrangements for senior executives.
- Proficiency in G-Suite, Zoom, Microsoft Suite (including basic Excel formulas), and Mailchimp.

Required Skills & Competencies

- Exceptional organizational skills and with an ability to multitask effectively.
- Strong analytical skills, paired with impeccable judgment and discretion.
- Outstanding interpersonal skills to advance work in cross-cultural, multi-stakeholder settings.
- An upbeat attitude with a strong commitment to impactful results; ability to creatively problem-solve and meet deadlines.
- Capacity to work independently, show initiative, and adeptly address challenges.
- Dedication to excellence in both strategic thinking and execution. A dependable team player with intellectual curiosity, keen judgment, and a flair for creativity.
- Outstanding communication skills, ensuring clear alignment and regular updates to diverse stakeholders.

The **diversity** of our team is a core driver of the depth, nuance, and quality of our work. Highly qualified candidates of all races, ethnicities, cultures, ages, sex, genders, sexual orientations, gender identities and expressions, languages, social class, marital status, religions, veteran status, and disabilities are strongly encouraged to apply.

Travel:

International travel may be required.

Salary:

All Salient staff, regardless of location, have salaries benchmarked against role categories equivalently. Compensation for this role is commensurate with experience. We offer employee benefits including health insurance stipend, work-from-home stipend, paid sick leave, paid parental leave and more.

Application: _____

Applicants must have legal authorization to work in Kenya.