

dloHaiti is seeking a Receptionist/Administrative Assistant

This is an opportunity to work with passionate, hands-on entrepreneurs to create a market-driven approach addressing difficult social issues. dloHaiti is a commercial business, not an NGO. However, given the focus on providing safe water, it is an opportunity to make a significant, positive impact on the health and lives of Haitians while applying proven business practices and strategies. Prominent global investors who have a long-term commitment to Haiti support the company.

Company background: dloHaiti Operations S.A. is a for-profit venture providing safe drinking water to Haitian consumers in underserved areas in Haiti. Potable water in our target markets is mostly provided through a business model where water is purified centrally and delivered by trucks to customers, often with water storage kiosks as an intermediary. This is inefficient, costly, and a poor model for serving peri-urban and rural areas. dloHaiti seeks to improve this business model in Haiti, lowering costs, improving water quality, and delivering services that increase convenience and access. Initial target markets are under-served communities where customers pay high prices for drinking water due to poor or uneconomical access by water trucks.

Job Responsibilities and Selection Criteria

The ideal candidate for the Receptionist/Administrative Assistant at dloHaiti should have at least one year of experience in performing administrative and office support functions for multiple customers. She/he should have strong analytical skill, excellent oral and written communication is required as duties will include fielding telephone calls, receiving and directing visitors, word processing etc.

Duties and responsibilities include but are not limited to the following:

- Monitor and ensure that the reception area is kept tidy and projects a professional image.
- Greet and welcome visitors to the Offices between the hours of 8.00am and 4pm.
- Ensure that all visitors are signed/signed out and that the appropriate staff/company is notified of their arrival. Switch on all lights and check cleanliness of the interior, making a record of any poor levels of cleanliness or any maintenance issues and take necessary steps/action to remedy.
- Check and sign for deliveries, before informing the relevant member of staff of their arrival. Deliveries by post or courier may include valuable items (cash, passports).
- Process and deliver internal and external mail daily. Check that costs are charged to the appropriate customer.
- Provide administrative and general support to the Administrative/Facilities Manager in ensuring compliance with Health & Safety procedures.
- Assist in the planning of events such as happy hours, speaker series and networking clients
- Manage the daily/on time delivery of lunch service
- Conducts Data entry and order processing, document scanning, shipment routing.
- Resolving problems and maintaining an ongoing professional relationship with the customer and vendors.
- Other duties as assigned

Job Requirements:

- One or more years of related administrative experience
- Equivalent of Business Administration Degree and/or Secretarial Diploma
- Strong communication skills (both verbal and written in French, Creole and English)
- Organizational and research skills
- Working Knowledge of MS Office Products (Word, Excel, PowerPoint and Google Environment)
- Performs well under pressure and meets deadlines in a production environment
- Detail oriented

To apply for this position please send your resume with a scan of your certificate to careers@dlohaiti.com until August 4th, 2015. Interview for this position will be held simultaneously with applications collected.