



## **Operations Associate**

Majik Water is a social enterprise in the water security space looking for Operations Associate to join an exciting impact focused venture. Get in touch at Fill in a

### **We are:**

- A group of professionals with a clear goal of enabling water security for all people, regardless of where they live, starting in Kenya
- Specialises in air to water technology
- Have more won multiple awards and grants for our business model including EDF Energy, MIT Water Innovation and Oxford Africa Business
- Works all over Kenya for installations of our air to water systems also known as Atmospheric Water generators

We are looking for a reliable operations associate to support the operations manager with the management of the day-to-day business. The operations associate's responsibilities include performing administrative tasks, assisting other company departments as needed, and ensuring smooth daily operations.

A successful operations associate should be highly organised and have a versatile skill set to support a variety of different business functions with a diverse range of tasks.

### **Job Description**

- Working with customers to determine their needs and recommend appropriate products and services
- Participating in meetings with clients to discuss project details, schedules, costs, and potential problems
- Tracking daily operations and reporting or resolving issues.
- Manage employee schedules and rosters including processing of leave and sick time
- Understand the expectations of an open position to source and screen candidates
- Planning and organising projects and installations
- Generating support for Majik Water mission from Funders and any other organisation
- Representing Majik Water in conferences, seminars and any other events
- Working closely with partners to coordinate installation activities
- Maintaining company databases.



### **Preferred Qualification**

A minimum of a diploma in; Business Management , or Communications, obtained from a certified and recognized institution of learning.

At least 1-year of work experience as an operations team member with a reputable organisation or institute.

### **Nice to have:**

- Experience in an administrative role.
- Strong analytical and organisational skills.
- Excellent communication and listening skills.
- Ability to work under pressure.
- Strong computer proficiency.
- Experience with inventory management, database, or similar software is beneficial.
- Must be detail and solutions-oriented.

For this role the individual will work closely with the founder for projects planning, implementation, reporting, community liaison and other roles assigned. For applications please fill in the form found on <https://majikwater.co/>

All applications should be submitted online <https://forms.gle/HUB2qZW84YqkPVeR7> before 11th November 2022. Email applications will be disqualified.