



Job Description: Administrative Assistant

About Lybra Consulting

Lybra Consulting is a leading advisory firm dedicated to helping organisations integrate sustainability into their strategies and operations. We support clients in developing sustainability strategies, sustainability reporting, climate risk management, and capacity building, enabling them to balance business objectives with environmental responsibility and social impact.

Position Summary

We are seeking a highly organised and adaptable Administrative Assistant to support our operations team. The role is central to ensuring seamless office administration, efficient project support, and excellent client service. This opportunity is suited to an individual who thrives in a dynamic consultancy setting, is detail-oriented, and demonstrates initiative in managing multiple priorities.

Key Responsibilities

- Manage front office operations, including correspondence, calls, visitor reception, and internal communications.
- Organise and maintain administrative records, including filing systems, staff files, licenses, statutory registrations, and certifications.
- Coordinate meetings and events by preparing agendas, recording minutes, circulating action points, and managing travel and logistics arrangements.
- Support HR functions such as recruitment, scheduling, onboarding, leave tracking, and staff welfare initiatives.
- Handle petty cash, expense claims, procurement processes, and supplier follow-ups, ensuring accurate documentation and compliance.
- Assist the technical team in preparing proposals, presentations, reports, and project documentation, as well as coordinating client workshops and training sessions.
- Promote Lybra's sustainability values by embedding resource efficiency and responsible practices in daily operations.

Qualifications and Requirements

- Bachelor's degree, or Diploma in Business Administration, Office Management, or a related discipline.
- 2–3 years' relevant experience in administration, HR, or finance support, preferably within a consulting or professional services setting.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and virtual collaboration platforms.
- Experience in project management is an added advantage.
- Strong organisational skills and attention to detail.
- Excellent written and verbal communication abilities, strong interpersonal skills.
- Integrity, professionalism, and discretion in handling confidential information.

**What we offer**

We provide a collaborative and inclusive workplace where you will contribute to meaningful sustainability projects. As part of a dynamic organisation, you will have access to professional development opportunities and opportunities for career growth, a competitive salary, and a comprehensive benefits package.

How to apply

Interested candidates are invited to submit their CV and a cover letter highlighting relevant experience to info@lybra.co.ke by 9 October 2025.

Lybra Consulting is an equal opportunity employer and embraces diversity in the workplace.