



## **Job Title: Full-Time Administrative Assistant & Receptionist**

**Location:** NIT Building, 2nd Floor, near Custom Bus Station Exit, opposite Eden Commercial Bank–PLC Custom Branch, Juba, South Sudan

**Reports To:** Executive and Finance Assistant or Institutional Manager

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### **About NIT**

Naicouba Institute of Technology (NIT) is a leading provider of education, corporate training, and business technology consulting. Our mission is to empower communities through innovation and infrastructure development.

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### **Position Overview**

We are hiring a **Full-Time Administrative Assistant & Receptionist** to manage front office operations, support internal administration, and serve as the first point of contact for all stakeholders. This role plays a vital part in ensuring excellent communication, smooth daily operations, and top-tier customer service.

**Start Date:** August 1, 2025

**End Date:** December 31, 2025 (*extendable upon mutual agreement*)

**Working Hours:**

- Monday to Friday: 07:00 – 18:00
  - Saturday: 09:00 – 16:00
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### **Key Responsibilities**

#### **1. Front Desk Operations**

- Greet and assist visitors in a friendly and professional manner
- Handle incoming phone calls, emails, and physical correspondence
- Receive and dispatch mail, deliveries, and documents

#### **2. Administrative Support**



- Maintain and organize office supplies, inventory, and files
- Schedule meetings and assist with calendar coordination
- Prepare and distribute internal documentation and reports

### **3. Customer Service**

- Respond promptly and courteously to inquiries from students, trainees, and external clients
- Support clients using internet café, shared office rentals, and printing services
- Ensure positive user experience for all guests and stakeholders

### **4. Communication & Institutional Branding**

- Maintain up-to-date contact lists and institutional directories
- Assist in creating and distributing promotional and informational materials
- Help build and uphold the NIT brand through excellent communication

### **5. General Office Support**

- Keep the reception area clean, organized, and presentable
  - Provide support for all administrative functions as required
  - **Perform any other duties as may be assigned by the management**
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### **Qualifications & Skills**

- Excellent verbal and written communication skills
- Proficiency in Microsoft Office (Word, Excel, Outlook)
- Strong multitasking and organizational capabilities
- Ability to work independently and in team environments
- Professional, courteous, and proactive attitude



- Attention to detail and commitment to confidentiality

## Compensation

- **Total Monthly Gross Salary: 300,000 South Sudanese Pounds (SSP)**
- Paid monthly

## Application Instructions

- To apply, submit your **CV** and **Cover Letter** to: [info@naicouba.com](mailto:info@naicouba.com)
- **Website:** [www.naicouba.com](http://www.naicouba.com)