

JOB OPPORTUNITY:

OFFICE MANAGER & CLIENT RELATIONS

We are looking for a personal assistant, a host with great personal skills, and comfortable to work with computers, to join ZEBRA TRAILS :

- Are you communicative strong, good listening and presentation skills
- Are you an organizer, can you handle tasks, complete them in time, and take ownership without too much micromanagement?
- Are you comfortable with computers, fiscal and digital administration and record keeping?
- And do you want to be part of a small but growing international team working with international clients and international locations?

THEN CONTACT US!

About us

ZEBRA TRAILS is a concept of DragonTrails International. Dragon Trials is international tour operator that combines international quality with local knowledge. We are specialists in adventurous motorcycle tours and self-drive car routes in Asia and Africa. We develop and customize programs for international tour organizations and private groups

Job Description

- Handle customer inquiries and welcome them at check-in and check -out
- Administer expenditures and income streams, and follow instructions from the Accountant
- Ensure proper archiving of bookings, activities and papers.
- Organize logistics, purchases, and support inventory management
- Support with printing services and local marketing material development
- Liaise with the Shared Service Team @ HQ – be their own the ground eyes and ears.
- Support the team with errands and manage small task related projects.
- Ensure the office is well kept, clean& tidy and well organised
- Any other request on demand
 - We incubate several business ideas, from Coffee Shops to Akala Sandals, and we
- Your report to the OPERATIONS MANAGER

Requirements and skills

- Candidate is a Kenyan residence, and must possess at least a Diploma, in Administration, Commerce
- At least two years relevant work experience
- Good and interpersonal skills, having worked with groups before
- Good organizational skills
- Office and computer skills
- Motorbike experience and knowledge
- Proactive in work with a can-do attitude, open mindset and being able to work independently.
- A trustworthy person.

Benefit

- Competitive salary and bonus
- Flexible work hours
- Dynamic and free working environment
- A personal growth plan

How to Apply

Please send your CV plus covering letter to info@dragon-trails.com

The deadline for applications is 10 August 2025, but we will start interviews earlier if there are suitable candidates. A training program is part of the recruitment process

The start of the position is a.s.a.p.

Our office is based in Thogoto, near Kikuyu.