

JOB OPPORTUNITY:

OPERATIONS MANGER

We are looking for a spider in the web, a jack of all trades to join ZEBRA TRAILS

- An enthusiastic traveller: Are you passionate about traveling through your own country, its nature, and diverse culture?
- A motorbiker : Do you like to ride for adventure
- An organiser: do you feel comfortable to manage people, set up processes, liaise with stakeholders
- Are you communicative strong, and can you work with groups of people And with computers?
- 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

- Quarter master the set-up of the new company
 - From Financial System to Booking procedures
 - From Monthly reporting and Inventory management
 - Work in collaboration with Administrator/ Fleet Manager/ TourManager / Client Relationship Officer
- Co-develop Marketing Strategy and Implementation plan
 - Having a roadmap for OTA sales and B2B new territory plan.
 - In collaboration with Marketing Director
- Co-develop R&D focus points for Product development and Market maturing / new entrees
 - In collaboration with Director Strategy and Partnership Development
- Office Management
 - Receive quotes, and conduct purchases , handle direct payments with suppliers.
 - Work with Shared services on proper booking and cost registration
- Manage supplier relations , from drivers, local points of sales, tour guides and mechanics
 - Organize supplier events for team collaboration and best practices
 - Initiate events for special groups, such as Nairobi Women Bikers .
- Support with the Incubator program of Dragon Trails:
 - Atelier Akala – promoting local entrepreneurship with new POS and workshop process improvements
 - Zebra Coffee – supporting in logistics and enhanced product development
 - AOB
- You report to the Directors of DT

Requirements and skills

- Candidate must possess at least a Diploma, in Administration, Commerce or Engineering
- We prioritise Kenyan candidates
- At least two years relevant work experience
- Good and interpersonal skills, having worked in teams before
- Good organizational skills
- Office and computer skills – excel, word, email, cloud services
- Motorbike experience and travel in the region
- 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 – and shareholder options

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.

ZebraTrails is based in Thogoto, near Kikuyu

ZebraCoffee is based in Sekenany, near Masaai Mara