



## **AFRICA LEATHER & LEATHER PRODUCTS INSTITUTE (ALLPI)**

Africa Leather and Leather Products Institute is an Inter-governmental Organization which was operating in Ethiopia for the last 27 years being recognized as diplomatic institution with privileges and immunities by Ethiopian government. Our office is located in Addis Ababa, Akaki-kality sub city, Woreda 5 in front of Ethiopian Leather Industries Development Institute (LIDI).

We are currently looking for qualified candidates to fill the following vacant position based on the following TOR. .

### **Terms of Reference (Bilingual Receptionist)**

#### **I. Background**

The Africa Leather and Leather Products Institute (ALLPI) was chartered in 1990, with the endorsement of 17 COMESA Heads of States. ALLPI is Headquartered in Addis Ababa, Ethiopia. Africa Leather and Leather Products Institute is an international organization responsible for the development of leather sector in the Africa continent.

#### **II. Job Title: Bilingual Receptionist**

#### **III. Job Summary:**

The Bilingual Receptionist is the first point of contact for visitors and and the incumbent of the job provides world-class client services. Reporting to the Head of Administration, Budget and Finance, she/he is responsible for translating documents and taking minutes during staff meeting.

#### **IV. Responsibilities and Tasks:**

##### **Job Responsibility #1: Reception/Front Desk**

- Greet all visitors and provide a professional and positive client experience;
- Service visitors by welcoming, directing and announcing them appropriately;
- Manage the switchboard receiving the incoming calls and assist staff to make external telephone calls;
- Receive and sort daily mail/deliveries/couriers and distribute; and
- Other duties as assigned.

##### **Job Responsibility #2: Facilities**

- Maintain front entrance, reception area and boardrooms to ensure they are clean and ready for use;
- Ensure office supplies and Kitchen area are fully stocked;
- Coordinate firm's Kitchen clean-up schedule and establish appropriate rotating shifts; and
- Other duties as assigned.

##### **Job Responsibility #3: General Administration**

- Coordinate room setup, A/V equipment, and catering for meetings;
- Provide support to staff in translating internal documents: English to French and Vice-versa;
- Proof-read translated documents as required;
- Daily administration of opening and closing client files;
- Perform Clerical duties such as filing, scanning and photocopying for specific departments; and
- Coordinate paper shredding services as required.

**Job Responsibility #4: Others**

- Perform other incidental duties as assigned by supervisor.

**IV. Profile of the Bilingual Receptionist****Work Experience**

At least three years job related experience for and reach experience in hospitality Industry is advantageous;

**Qualification**

The candidate should be graduated in Business Administration/Secretarial Science and Office Management. French and English Language is mandatory.

**Technical Skill**

- Superior verbal and written communication skills in English and French;
- Creativity, innovation and ability to take initiative, deliver under pressure and to multi-task;
- Excellent collaboration and team work and organization and planning skills;
- Ability to work well in a multicultural environment across different geographical locations and to handle change and unpredictability;
- A very strong sense of confidentiality;
- Strong Customer service focus with the ability to organize, multitask, and prioritize work;
- Ability to take instructions, manage ongoing tasks, and follow through on assignments;
- Proficiency with Microsoft Office programmes; experience using office equipment such as computers, printers, laptops and projector, transcriber, fax machine, voice mail messaging systems and photocopiers/scanners; and
- Willingness to work under pressure.

**Duration and Location**

The Bilingual Receptionist will service for a term one year and shall be eligible for re-appointment for a further period of years based on performance and fund availability.

**Reporting**

The Bilingual Receptionist will report to the Head of Administration, Budget and Finance.

**Eligibility for Application**

Only Nationals of ALLPI member States: Burundi, Eritrea, Ethiopia, Kenya, Malawi, Rwanda, Sudan, Uganda, Zambia and Zimbabwe are eligible to apply and the applicants should be equal of less than 56 years old.

**Duty Station:** Addis Ababa, Head Office.

Salary for all positions: As per the scale of the organization with other benefit packages

Candidates who fulfill the above mentioned criteria can send their CVs and other credentials within 7 working days to: [executive.director@allpi.int](mailto:executive.director@allpi.int) or [woretiv@allpi.int](mailto:woretiv@allpi.int) or submit in person to our office in person.

Tel. **011-439-09-28**

P.O. Box: **2358 Code 1110**