



Kenya Medical Association

NATIONAL EXECUTIVE

KMA CENTRE, CHYULU ROAD, P.O. BOX 48502 – 00100 GPO, NAIROBI-KENYA

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Email: nec@kma.co.ke

Website: www.kma.co.ke

Career Opportunity ~ KMPL Project Associate

Background

The Kenya Medical Association (KMA) is the representative professional society for Medical and Dental Practitioners in Kenya, with the twin mandate of advocating for the Welfare of Doctors and ensuring provision of the highest attainable Standard of Healthcare to Kenyans. Kenya Medical Property Limited (KMPL) which is KMA's subsidiary company tasked with running the KMA centre.

KMA is looking to hire a KMPL Project Associate to spearhead the running of the Company Property (KMA Centre). The employee will work closely with the KMPL Board to provide smart ideas maximizing income opportunities for KMA Centre. This opportunity requires someone with Excellent Customer Service, Exceptional Leadership, Problem-solving and Multi-tasking Skills. Understands or learns Property Management. The employee will be mandated to use each opportunity with the existing and prospective customers while developing and maintaining key client relationship.

Duties and Responsibilities

- Liaises between internal/external customers and the KMPL office to ensure smooth running of KMPL business.
- Filing of KMPL documents.
- Coordinating marketing activities of KMPL.
- Participating in company and industry events and conferences.
- Working on special projects and contributing to team effort.
- Submitting detailed monthly report providing accurate information.
- Working with the KMPL Board to formulate business strategy.
- Assist the KMPL Board in the development of the annual work plans and budgets.
- Undertake resource mobilization for sustainability of the company; Perform any other duties as required by the organisation.
- Ensure comprehensive and up to date knowledge of the property's unique selling points, features, amenities, services and policies.
- Aggressively grow sales revenue through prospecting, cold calling and new business meetings.
- Ensure prospects have and detailed understanding of products through a consultative selling approach.

President
Dr. Simon Kigundu

Vice-President
Dr. Amos Otara

Secretary-General
Dr. Diana Marion

Assistant Secretary-General
Dr. Elizabeth Gitau

Treasurer-General
Dr. Lyndah Kemunto

- Ensure high level of satisfaction by responding quickly and accurately to questions, concerns or needs.
- Manage and complete all necessary contracts and paperwork.
- Participate in internal meetings and events as required.
- Provide management with feedback and information regarding territory sales and any other relevant analysis.
- Ensure that selling strategies are adhered to during negotiations and maximize up selling opportunities whenever possible.
- Formulate corporate offer letters for the approval by the management team.
- Liaise with the KMPL Board regarding credit issues or any other monetary matters.
- Ensure correctness of new account information when entering into the system.
- Ensure own function operates within cost restraints.
- Maintain sales reports detailing calls, results, follow-up and actions to achieve sales targets for review and discussion with the management team.
- Carry out any other lawful instructions that may be assigned from time to time.

Competencies

Project management

- Ability to provide leadership and work independently as well as part of a team;
- Strong analytical, organizational, planning and problem-solving skills;
- Self-motivated and dynamic;
- Ability to manage competing priorities in a rapidly changing environment.

Corporate competencies

- Keen sense of professionalism, ethics, integrity and commitment to KMA's mandate
- Promote the vision, mission and the strategic goals of KMA
- Exceptional skills and understand that customer satisfaction is our #1 priority
- Strong work Ethics

Required Experience and Skills

Education

- Bachelor of Commerce/ Statistics/ Business Administration Degree.
- Masters in business administration is an added advantage.
- Proficient with Microsoft Office, ability to learn new software programs easily.

Experience

- At least 3 years of progressive experience gained in a reputable organization with proven track record of delivery and experience in Business Investment.

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Skills

- Exceptional written and verbal communication skills
- A good team player

Interested applicants should address their application, CV and contact details of three referees to info@kma.co.ke by Friday 3rd May, 2024.

Please note that only shortlisted candidates will be contacted.

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