



Bible Translation & Literacy E.A

P. O. Box 44456 - 00100, NAIROBI, KENYA. Tel. +254 -722 209606;
+254 - 735 333065

OPPORTUNITY TO SERVE

BTL is a Christian faith-based organization involved in Language Development, Bible Translation, Literacy, and Community Development among small language groups in Kenya and beyond. We seek to recruit a highly motivated born-again Christian of good standing to fill the position below. The candidate must have skills in critical thinking, problem-solving, negotiation, planning, organizing, delegation, communication, leadership, a team player and a person of integrity.

OPERATIONS COORDINATOR

Under the supervision of the Conference Centre Manager, the Operations Coordinator shall be responsible for Fixed Assets Management, Logistics and Fleet Management, Security Management, Swimming Pool and Gardens Management.

Key Responsibilities:

- Inspect the Centre regularly to ensure it meets safety standards.
- Arrange for routine maintenance in hotel rooms, lobbies, and facilities e.g kitchen.
- Plan and organize repair projects in a manner that does not inconvenience guests.
- Plan and oversee renovations and construction.
- Proactively resolve emergency issues (e.g., power outages).
- Ensure cost cutting measures to reduce hotel operating costs and conserve energy.
- Manage relationships with contractors and service providers.
- Maintain budgets, expenses, and activity logs.

Qualifications:

- Diploma in Electrical Engineering, Facility Management, or a Business Administration Degree with hands-on experience in Facility Management.
- A degree in the above disciplines with hands-on experience is an added advantage.
- In-depth knowledge of health and safety regulations.
- Familiarity with plumbing, electrical, sewer, and HVAC systems.
- Experience in administrative processes (e.g., budgeting, performance management).
- Computer skills.
- A valid driving license.
- At least two years of working experience as a Hotel Operations or Maintenance Supervisor.

Applications **clearly indicating the position applied for in the subject line**, along with a detailed CV, copies of certifications, and three referees (Professional, Social, and Church), as well as the phone number (s) for both applicant and the referees, should be **emailed** to the below address by **Sunday 5th May 2024**.

Human Resources Manager
Email: careers@btlkenya.org

Only short-listed candidates will be contacted.