

Position: Operations Assistant

VIRUNGA EXPRESS LTD is a Rwandan company with its HQ, Nyarugenge on KN 1 Rd.

VIRUNGA EXPRESS LTD is the provider of passenger transportation services on the roads on the following routes: KIGALI-MUSANZE, KIGALI-RUBAVU, MUSANZE-RUBAVU, RUBAVU-KARONGI and KIGALI-GICUMBI.

We are seeking to recruit self-motivated, qualified persons of high integrity to the position of Operations Assistant who will be under the general Supervision of the Managing Director and the direct supervision of Operations Director.

The Operations Assistant will full fill the following task and responsibilities:

- Participate in planning; organization and coordination all transport activities as well as other activities relating to other products offered by the institution,
- Guarantee good market penetration and ensure the development of turnover,
- Ensure automation and all systems in place are working properly,
- Taking care of the company's brand image with the public through excellent customer service.
- Put in place a good management of the resources allocated in its responsibility (human resources, financial and material resources).
- Develop new products, carry out market studies, and carry out a communication plan to promote the products.
- Analyze sales statistics and propose concrete actions to be taken,
- Assist in the implementations, compliance of the regulations, rules, manuals and guidelines,
- Ensure the maintenance of discipline, a good working climate, punctuality of staff and compliance with work schedules within the management under his supervision,
- Report promptly to superiors for any irregularity.

The interested candidates should fullfills the following requirements:

- Bachelor's Degree in Business Administration or related disciplines with IT background is an advantage.
- Familiar with transport operations and related policies, legal and regulatory framework

- Management capacity, self-initiated, analytical-minded, able to handle multi-tasks under tight schedule
- Good risk management and compliance awareness
- Excellent problem solving and analytical skills
- Strong communication and interpersonal skills with good command of both spoken and written English and French
- Proficient in computer applications, such as MS Word, Excel, PowerPoint
- Having a Driving licence / Category B is an added advantage

Interested candidates can send their applications documents to virunga.recruitment@gmail.com before December 5th, 2022.