

## Purpose & principles

### Admin Executive Job Brief

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If you can commit to and live with the following purpose and principles then you are the type of person that will be successful and help our company thrive. If you feel this level of engagement is not right for you or you are not willing or able to participate with us at this level we are not a good fit for you.

Our expectation is that you will take the steps necessary to do what you say you are going to do and be accountable for your actions, in other words live above the line.

We understand that not every person is ready for this level of performance and we appreciate the honesty of those who decide that this is not the right place for them. On the other hand you would make an ideal candidate to join our company if you are willing to commit to the following principles:

- Accountability. See it, own it, solve it, do it.
- Become part of the solution.
- Respect for others and their feelings.
- Act now.
- Ask the question: what else can I do?
- Ask the questions: What coaching do you have for me? What can I do better?
- Personal ownership and pride.
- Reject average.
- Show others that you care.

#### Core purpose

Kirby Browne's purpose is to build and invest in internet based businesses with recurring income models and long-term interconnectedness and symbiosis.

#### Core principles

##### *Radical truth and integrity*

Staying true to purpose (Suivez le raison). Facing the brutal truths while believing in the long-term mission. Doing what is right (as opposed to what is easy).

##### *Radical transparency*

Retaining the right people, be it employees or clients, through radical transparency. Commitment to building principles and following them for all areas of company operations. These principles can be used a basis from which to deal with any situation (Decision matrix development - how to deal with another one of those).

##### *Developing a true idea meritocracy*

All opinions are given credence and will be heard. Lead with questions not answers. Engage in dialogue and debate, not coercion. Conduct autopsies without blame.

##### *A mindset of locking in value from the start*

All projects are based on the principle of profit first. Only engage in activities that will keep the company's profits healthy and always make decisions from a viewpoint of: is this growth for the sake of profit (as opposed to growth for the sake of growth or the look of it). Putting profit first is not inherently bad so long as it is based upon these core principles. The more profit we make will allow us more options to reward employees and offer the best service while making the impact we want to make.

##### *Sustainability*

Adding value to community through sponsorship of online portals which serve a need to engender community action, spirit and help.

Bearing in mind the well being of all stakeholders and engaging in no practice that does not benefit all whom it concerns or breaks the primary principle of radical truth and integrity.

Treating employees fairly and giving them a voice within the framework of radical truth and transparency.

##### *Excellence in service support and convenience*

Driven by the principles of radical truth and integrity we commit to providing world-class customer service and resolving customer queries rapidly

A passion for and investment in automation and systemization make it convenient, stress-free and predictable for customers when dealing with us

We are always friendly, polite and professional in everything that we do

##### *A passion for systemization and automation*

Building systems to automate revenue generation. Principles allow for the systemization of decision making.

## Job brief

We are looking for a responsible Admin Executive to organize our company's day-to-day operations.

Your job will be to provide clerical support to our directors and employees and coordinate all daily administrative activities.

The Admin Executive should be highly organized and able to multitask with ease.

The Admin Executive's main tasks include assisting in office management and organization procedures, updating and maintaining customer compliance documents, and undertaking basic bookkeeping tasks and issuing invoices, banking, preparing regular reports and presentations, managing office equipment, booking meetings and events, and arranging travel.

Our ideal candidate has experience as an Office Administrator, Secretary or relevant administrative role. You should also be familiar with office software (e.g. MS Office), including word processors, spreadsheets and presentations.

Ultimately, a successful Admin Executive should be able to ensure our office procedures run smoothly.

### Responsibilities

- Assist in office management and organization procedures
- Maintain a filing system for data on customers and external partners so they remain updated and easily accessible
- Build sustainable relationships and trust with customer and external partner accounts through open and interactive communication
- Provide accurate, valid and complete information by using the right methods/tools
- Prepare regular reports and presentations
- Handle queries from directors and employees
- Update office policies and ensure compliance with them
- Undertake basic bookkeeping tasks and issue invoices, banking etc.
- Book meetings and schedule events
- Make travel arrangements and booking venues for conferences and events
- Take minutes of meetings and dictations
- Answer the phone, take messages or redirect calls to appropriate colleagues
- Utilize office appliances such as printers and computers for word processing, spreadsheet creation etc.
- Monitor stocks of office supplies (paper clips, stationery etc.) and report when there are shortages
- Organize, store and print company documents as needed
- Follow communication procedures, guidelines and policies
- Go the extra mile to engage team members, customers and external partners
- Perform other office duties as assigned

### Reports to

- 1st - HR Manager
- 2nd - CEO and Head of Departments

### Requirements

- Proven experience as an Administrator, Admin Executive or relevant role
- Familiarity with office procedures and basic accounting principles
- Excellent organizational and time-management skills
- Strong written and oral communication skills
- Problem-solving attitude with an eye for detail
- Very good knowledge of MS Office
- As we are an Apple Mac based company a working knowledge of Mac OS would be an advantage but not required, a willingness to learn and adapt is

## What to expect from us

### Small company with big aspirations

We don't have the trendiest offices or all the mod-cons but we have plenty of determination and drive to be the best in our chosen core focus area.

We follow the principles of:

- Respect for each other
- Opinions are given credence and will be heard
- Facing the brutal truths while believing in the long-term mission
- Doing what is right (as opposed to what is easy)

### Environment of opportunity

Foremost, you can expect to be provided with an environment of opportunity in which hard work and achievement are rewarded. This means you will be encouraged to grow as fast as you can, broadening your capabilities and building your experience every step of the way. You will be allowed to assume all the responsibilities you can handle.

This environment of opportunity should allow you to take common sense risks with the assurance that you will be rewarded if you are right and not punished if you turn out to be wrong.

### Fair remuneration

We offer fair remuneration and encourage you to grow your responsibilities and therefore your remuneration.

We are offering between \$500 and \$800 gross per month for this position, dependent upon experience.

### Medical aid

We will pay for your individual membership to the Generation Health Ivory plan after six months of continuous service.

### Annual paid leave

We offer 21 days annual paid leave which accrues at 1.25 days per month. Team members are encouraged to take their leave as recharging your batteries is important for you to commit to the level of performance required.

### Flexibility

We operate business hours from 8:30am to 4:30pm Monday to Friday from our home office environment in Mandara, Harare.

We however do understand that life throws you the occasional curve ball or school run and are flexible with working hours and locations with the proviso that the work gets done efficiently, professionally and in a timely fashion.

We can also accommodate flexibility in your annual leave, within reason.

### Communication, communication, communication

The three tenets of a happy workplace. We operate an idea meritocracy and actively encourage team members to question assumptions, talk, discuss, debate and question everything.

### Coaching and continuing professional development

We understand that continuing professional development is important because it ensures you continue to be competent in your profession. It is an ongoing process and continues throughout your career. We facilitate coaching and continuing professional development opportunities and tools for our employees so they can grow with us.

### Radical truth and integrity

Staying true to purpose (Suivez le raison). Facing the brutal truths while believing in the long-term mission. Doing what is right (as opposed to what is easy).

### Radical transparency

Retaining the right people, be it employees or clients, through radical transparency. Commitment to building principles and following them for all areas of company operations. These principles can be used as a basis from which to deal with any situation (Decision matrix development - how to deal with another one of those).

### Developing a true idea meritocracy

All opinions are given credence and will be heard. Lead with questions not answers. Engage in dialogue and debate, not coercion. Conduct autopsies without blame.

## How to apply

### Apply online

You can apply online at <https://www.kirbybrowne.com/careers/apply>

### Apply via email

We're happy to receive your CV and introduction letter explaining why you would be a good fit for our company by email at [careers@kirbybrowne.com](mailto:careers@kirbybrowne.com)

### Unsolicited phone calls and visits

Please note that we follow a strict process when advertising an opening and will only accept applications via online form submission or via email.

*Unsolicited phone calls or visits in regard to employment will actually damaged your chances of securing a position and are actively discouraged.*

