

Our Ref: 004/01/26

Your Ref:

Date: January 10, 2026

Position: Assistant Office Attendant

Duty Station: Kampala / Wakiso

Number of Positions: One (1)

We are inviting applications from suitably qualified candidates to fill the position of **Assistant Office Attendant**. The role will support general office operations and administrative functions within an IT-focused working environment.

Key Responsibilities

- Handling inbound and outbound office telephone calls professionally
- Drafting, responding to, and managing official email correspondence
- Preparing quotations and invoices using the company finance system
- Issuing payment vouchers, receipts, and other official documentation
- Providing general administrative and office support as assigned

Minimum Qualifications and Requirements

- Diploma or Degree in Business Administration, Finance and Accounting, or Public Administration
- Prior experience in an IT-related organization will be an added advantage
- Familiarity with accounting or financial management systems is desirable
- Applicants residing in Kampala or Wakiso are preferred

How to Apply

Interested candidates should submit the following documents:

- Curriculum Vitae (CV)
- Cover letter
- Copies of academic qualifications

Applications should be sent to jobs@ncedges.com

Only shortlisted candidates will be contacted. Terms of engagement and remuneration will be discussed during the interview process.

Application Deadline: February 21, 2026