



VACANCY

PA - MANAGING DIRECTOR

HEAD OFFICE

Company Profile:

AAA-Growers is one of Kenya's leading exporters of premium vegetables, flowers, and avocados. With a strong focus on innovation, technology, and world-class production standards, we consistently deliver high-quality products to global markets.

We are committed to excellence across our operations and take pride in creating a dynamic, challenging, and rewarding work environment where our people are empowered to learn, grow, and thrive.

Job objective:

We are seeking a highly organized, proactive, and professional Personal Assistant to the Managing Director to provide comprehensive administrative and executive support. The role is critical in ensuring efficient coordination of the Managing Director's schedule, communication, and priorities while maintaining the highest level of confidentiality and professionalism.

Key Responsibilities:

- Manage and coordinate the Managing Director's calendar, meetings, and appointments
- Prepare reports, presentations, correspondence, and briefing documents.
- Act as the first point of contact between the Managing Director and internal/external stakeholders.
- Organize travel arrangements, including flights, accommodation, and itineraries.
- Take minutes during meetings and follow up on action points.
- Screen and prioritize emails, calls, and other communications
- Coordinate and support executive meetings, events, and board-related activities.
- Maintain confidential records, files, and documents.
- Support project coordination and ensure timely execution of key tasks.
- Handle sensitive information with discretion and professionalism.

Key Performance Indicators:

- Effective management of the Managing Director's schedule and priorities.
- Timely preparation of reports, documents, and correspondence.
- High level of organization and efficiency in administrative support
- Professional handling of communication and stakeholder engagement.
- Accuracy and confidentiality in handling sensitive information.

Qualifications and Key Competence:

- Bachelor's degree in business administration, Secretarial Studies, or a related field.
- 3-5 years' experience in an executive assistant or personal assistant role, preferably supporting senior management.
- Strong organizational and time management skills.
- Excellent written and verbal communication skills.
- Proficiency in MS Office (Word, Excel, PowerPoint, Outlook).
- High level of integrity, discretion, and professionalism.
- Ability to multitask and work under pressure in a fast-paced environment.

AAA Growers Ltd.

Head Office: Mzima House, Mzima Springs Road, P.O. Box 32201-00600, Nairobi,
Kenya

We offer.

At AAA-Growers, we have great ambitions. Innovation, technology, and quality are our top priorities, creating a dynamic workplace where you can grow both personally and professionally. We offer a dynamic and supportive workplace where you can grow both personally and professionally, and where teamwork and collaboration are part of our culture.

Your application

Click here to apply: <https://www.aaagrowers.co.ke/jobapplications/job-list.php>

Deadline for applications – 15th April 2026.

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