

# SAVVY YOUTH

**RIC** RICHEMELE  
INTERNATIONAL  
CONSULTANTS



## GEN Z YOUTH CAREER COACHING

Ages: 13 - 25 years

Total of 6 sessions

Charges : Kshs. 1500 / per session

: Kshs. 3000/ for one on one sessions

1 hour sessions for one on one

2 hours for group sessions (3+ members)

Payment deposit for minimum 3 sessions

2018-2019

A program for raising the holistic youth. Packaged with personalized coaching, wide range of data collection and our best experienced youth career coaches. Covering topics from Emotional Intelligence, Personal Branding, Experiential Learning, Futuristic Employability Skills....and much more.You don't want to miss out!



### PAYMENT:

MPESA PAYBILL NO: 522522

ACCOUNT NO: 1202068316

ACCOUNT NAME: Richeleme International Ltd

### CONTACT :

info@ricHEMELEinternational.com

0708328677/0708898910



**Red Carpet Table Banking**  
REAL PEOPLE. REAL RELATIONSHIPS. REAL DEALS.

# WE ARE NOW HIRING! ADMINISTRATOR

ARE YOU LOOKING FOR AN OPPORTUNITY TO  
GROW WHILE SUPPORTING A GROUP OF  
DYNAMIC WOMEN?

THEN WE ARE LOOKING FOR YOU!

- Part - Time role.
- Ksh. 800 per day (5 days a month including 1 Saturday each month)
- Strong administrative skills.
- Book keeping & minute taking.
- Effective communication skills.
- People relations

CONTACT:

+254 780 898 910 / +254 708 328 677

[info@richemeleinternational.com](mailto:info@richemeleinternational.com)





**WE  
ARE  
HIRING**

**BUSINESS DEVELOPER/  
PROGRAM COORDINATOR**

Do you have strong Administrative Skills and an interest in Training? Have a passion and hunger to learn on the job and move at speed? Keen on Relationship Management? Happy doing a bit of everything in a fun environment with a people facing role?

**CONTACT**

Send your CV!

**+254 708 328 677**

**[info@richemeleinternational.com](mailto:info@richemeleinternational.com)**

# HIRING BILINGUAL SPEAKERS

## DEPUTY COUNTRY DIRECTOR POSITION

Richemele is looking for an experienced professional who will join part of an exciting international company for a 2 year fixed contract. Our client is a confederation of independent charitable organizations focusing on the alleviation of global poverty.

### REQUIREMENTS

- At least 10 years of proven program management experience, with minimum of 5 years senior management experience
- Willing to relocate to **Bamako, Mali**.
- Excellent communication skills
- Proven track record of building, training, motivating a team/department

### RESPONSIBILITIES

- \* Strategic Management and thought leadership.
- \* Programme Development, Management, Delivery and Quality.
- \* Representation, advocacy/policy and communication.
- \* People Development and Management
- \* Technical Skills, Experience, Knowledge & Security.

Send your resumes to [info@richemeleinternational.com](mailto:info@richemeleinternational.com)

Phone Number: +254 780 898 910 / +254 708 328 677

# WE ARE HIRING!

## EXECUTIVE PERSONAL ASSISTANT

### RESPONSIBILITIES

- Running Daily Errands needed by the Manager.
- Handle operational requests and queries appropriately
- Organizing and Coordinating travel arrangements
- Document preparation and Editing.
- Handling general administration and operational tasks.
- Excellent minute writing and reporting.

### REQUIREMENTS

- Has a driving license and is capable of driving.
- Basic Computing skills.
- Be scrupulously organized and responsible
- Ability to multitask and prioritize daily workload
- Excellent verbal and written communications skills
- Discretion and confidentiality of all company details.
- The ability to work under pressure and to tight deadlines
- Excellent interpersonal skills
- Honesty and reliability with attention to detail
- Flexibility and adaptability to juggle a range of different tasks and to work.
- **Male Candidate Preferred!**

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Phone Number: +254 780 898 910 / +254 708 328 677



**NOW LETTING!**

# HOT DESK SPACE

Are you looking for a quiet and serene place to work?

Look no further!

## OFFICE AMENITIES INCLUDE:

- Ample parking space.
- Spacious desk @ 550 per day
- Secure lockable drawers.
- Excellent natural lighting in the office.
- Sufficient waiting room for your clients.
- Kitchen amenities ( Microwave, Fridge and Kettle)
- Easily accessible electricity sockets for each desk.



**HURRY AND GET YOUR  
SPACE NOW!**

**LOCATED AT HATHERU  
COURT ALONG HATHERU  
ROAD, LAVINGTON AREA  
NAIROBI**



## CONTACTS

**OFFICE TEL: +254 780 898 910 / +254 708 328 677**

**EMAIL: [INFO@RICHEMELEINTERNATIONAL.COM](mailto:INFO@RICHEMELEINTERNATIONAL.COM)**



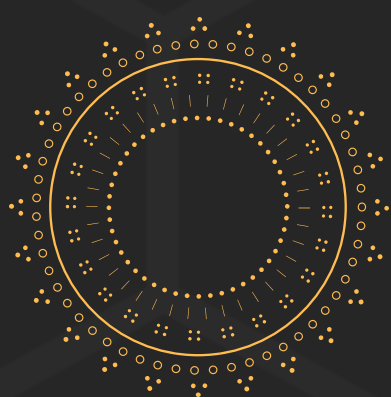
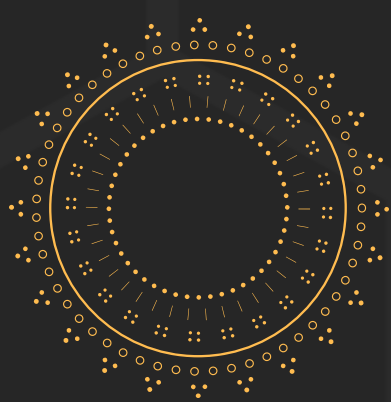
ARE YOU YOUNG AND HAVE A BUBBLY  
PERSONALITY? THEN THIS NEW DYNAMIC  
DESIGN COMPANY IS LOOKING FOR YOU!

## **SALES INTERN**

### **QUALIFICATIONS**

- TECH SAVVY AND CREATIVE
- CONFIDENT TO SPEAK TO CLIENTS
- FUN AND ENTHUSIASTIC.
- EAGER TO LEARN AND GROW
- HIGH TEAM SPIRIT AND WORK
- GOOD VERBAL/NON-VERBAL COMMUNICATION SKILLS
- CLIENT RELATIONSHIP MANAGEMENT
- FAST TURN-AROUND TIME ON CLIENT TIMELINES

IF YOU ARE READY FOR AN AMAZING **6 MONTHS**  
**INTERNSHIP** FULL OF EXCITEMENT AND  
GROWTH, THEN DON'T MISS THE CHANCE.  
SEND IN YOUR RESUME



### **CONTACTS:**

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MOBILE: +254 780 898 910 / +254 708 328 67 7



# **NOW HIRING!**

## **MARKETING & PUBLIC RELATIONS OFFICER**

### Main Duties

Marketing Communications & Web Content Creation

Marketing collateral and publicity material

Public Relations

Events Management & Coordination

Market analysis & Planning

Marketing Intelligence

### Skills

Excellent organizational skills

Project management skills

Event planning and management skills

Excellent communication skills

Information management skills

Good creative skills

Send CV, Cover Letter and 3 References Below  
[recruitment@nairobiwaldorfschool.ac.ke](mailto:recruitment@nairobiwaldorfschool.ac.ke)

