

JOB ADVERTISEMENT

The management Buhoma Community Rest camp invites applications from suitably qualified Ugandans to take up the POST OF PUBLIC RELATIONS OFFICER based in their Kampala office.

DUTIES AND RESPONSIBILITIES

1. Receiving bookings and other correspondences for the company on a daily basis.
2. Handling all money transactions in the office (receipt and banking)
3. Marketing the company in and outside the operation area.
4. Record keeping
 - Entering data and updating the cash book
 - Issuing receipts and invoices
 - Collection and making follow-ups to the company debts
5. Visitor reception
6. updating our website

QUALIFICATIONS

- Applicants should have a minimum qualification of a diploma in business studies and other related fields.
- Should be Ugandans aged 20-35 years with an experience of at least one year in a related field.

Hand written applications with copies of their CV and other academic transcripts should be addressed and submitted to the office of the general manager Buhoma Community rest camp P.O.BOX 992 Kabale.

OR

By mail on

buhomacommunity@ymail.com

Closing date for submitting applications will be 22nd July 2011 before 5PM
Short listed applicants will be contacted on their day time telephone contacts

For more information, Visit www.buhomacommunity.com.