

BRAND PROTECTION SUPPORT TEAM

Job summary

This position is in the Regional office, Nairobi, Kenya. The Brand Protection Support Team member will work as part of a team and under the direct supervision of the Brand Protection Cluster Managers.

The ideal candidate should have:

Education & Background

A first-level university degree in Law/Business Administration/ or Criminology. An understanding of the security industry and security or law enforcement experience would be beneficial.

Work Experience

A minimum of two years' experience in Task or Project Administration, with exceptional Report /Project plan writing skills.

Experience with Microsoft Office and Sharepoint

Responsibilities

- Case Management: including case creation, data management uploads, data management updates of both old and new cases.
- Preparation of the financial submission, reconciling receipts against the estimate budget and submitting for approval within contracted timelines.
- Editing of Investigation Plans and Supporting budgets for client approval.
- Review Investigation Reports and insure they are of the required standard.
- Court updates – liaising with law enforcement agencies and investigators regarding court dates, progress and attendance
- Liaising with investigators globally.
- Create or contribute to efficiencies enhancing strategies.
- Uphold Halliday Finchs Vision, Mission and Values.

Skills

- Understanding client requirements and behavior.
- Strong report writing skills
- Strong project plan writing
- Ability to analyse and assimilate information
- Strong communication skills both written and verbal using the English language (french a bonus)
- Excellent interpersonal skills
- The ability to work across departments to achieve results
- Excellent presentation skills
- Excellent attention to detail
- Strong team player