

Part-Time Administrative Assistant (Remote or Hybrid)

Are you organized, articulate, and looking for a flexible opportunity to earn extra income while putting your skills to good use?

We're seeking a part-time Administrative Assistant to help manage a range of day-to-day tasks and keep things running smoothly behind the scenes.

This role is ideal for someone who has time to spare during the week, values discretion, and enjoys supporting high-impact creative and professional work through strong organization and communication.

Key Responsibilities

- Handle routine administrative and organizational tasks.
- Manage correspondence, scheduling, and light documentation.
- Support file organization, note-taking, and information tracking.
- Assist with personal and professional logistics as needed.
- Maintain strict confidentiality on all matters.

Requirements

- Excellent written and spoken English (graduate-level command required).
- French proficiency is a strong advantage.
- High level of reliability, trustworthiness, and attention to detail.
- Strong organizational and communication skills.
- Comfortable working independently and following clear instructions.
- Availability 1–2 days per week (schedule flexible).

Why This Role?

This is a low-intensity, high-trust position—ideal for someone who wants meaningful, flexible work without the stress of a full-time job. You'll help free up time and mental space for creative projects while learning from a dynamic and innovative environment.

Compensation: Competitive hourly rate, commensurate with experience.

Location: Remote or hybrid (Kenya-based preferred).

Start Date: Immediate.

If this sounds like you, send a brief email outlining your background and motivation, along with your CV, to info@sci2pro.com with the subject line:

“Administrative Assistant Application – [Your Name]”