



## Join Higa Hub as a Receptionist & Social Media Coordinator!

Are you organized, welcoming, and tech-savvy? Higa Hub is looking for a vibrant individual to take on this dynamic role.

### Key Responsibilities:

- Conduct daily activities to ensure the smooth operation of the hub.
- Schedule and coordinate events.
- Welcome and assist visitors.
- Manage our social media accounts and create engaging posts.
- Handle inquiries, messages, and calls promptly and professionally.

### Qualifications:

- Proficient in English and French.
- Strong communication and interpersonal skills.
- Ability to multitask and stay organized in a fast-paced environment.

## Why Join Us?

Become an integral part of a thriving hub that values innovation, community, and collaboration.

## Apply Now!

Send your application to [higahubrwanda@gmail.com](mailto:higahubrwanda@gmail.com), Be part of the Higa Hub family today!

Deadline is on 21 November 2024



