



# Job Description

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<b>Job Title</b> Administration Officer	<b>Job Location</b> Dar es Salaam	<b>Category</b> Admin & Clerical
<b>Job Type</b> Full Time	<b>Job level</b> Intermediate	<b>Industry</b> Software Development
<b>Open to Expatriates</b> Only Open to Tanzanian Nationals		

## Minimum Requirements

<b>Min Budget</b> -	<b>Max Budget</b> -	<b>Primary Industry</b> Software Development: 2 Years
<b>Secondary Industry</b> -	<b>Primary Category</b> Admin & Clerical: 2 Years	<b>Secondary Category</b> -
<b>Certificate</b> -	<b>Qualification</b> -	

## Summary

The Administrative Officer will act as the point of contact for all employees, providing administrative support and managing their queries. This role requires multitasking across a range of responsibilities, handling payroll and accounting activities, receiving and forwarding communications, and taking care of more general clerical duties.

## Responsibilities

- Manage office supplies, stock and place orders.
- Prepare regular reports on office expenses and office budgets.
- Organise a filing system for important and confidential company documents
- Answer queries by employees and clients.
- Maintain a company calendar and schedule appointments.
- Distribute and store correspondence such as letters, emails, packages.
- Arrange travel, visas and accommodations.
- Schedule in-house and external events.
- Occasionally travel off-site to deliver reports or files.
- Distribute office memos, reports and ensuring everyone is kept abreast with the latest company news or information.
- Hire maintenance vendors and artisans to repair or replace any damages at the office.
- Oversee the activities of the cleaning staff, security and office steward.
- Assist the HR with job posting and interviews.
- Book and prepare board room or conference rooms for meetings and events.
- Operate office equipment such as printers, scanners, shredders etc. where necessary.
- Assist other departments on projects where required.
- Any other duties as may be assigned.

## Education & Qualifications

- Bachelor's Degree in Business Administration or related discipline

## Characteristics

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- Excellent Written and Oral Skills
  - Excellent Organisational Skills
  - Reporting Skills
  - Microsoft Office Skills including Outlook, Word, Excel and PowerPoint
  - Time Management
  - Attention to details

## **Driving Licence**

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Not Required

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