



Job Description

9th Floor Tanzanite Park, Victoria, Dar es Salaam, Tanzania | +255 758 778 886 | info@empower.co.tz

Job Title Administration Officer	Job Location Dar es Salaam	Category Admin & Clerical
Job Type Full Time	Job level Intermediate	Industry Logistics & Operations

Open to Expatriates
Open to Expatriates & Local Nationals

Minimum Requirements

Min Budget -	Max Budget -	Primary Industry Logistics & Operations: 3 Years
Secondary Industry -	Primary Category Admin & Clerical: 3 Years	Secondary Category -
Certificate -	Qualification -	

Summary

Administration Officer's overall responsibilities include providing administrative support to ensure the efficient operation of the office.

Responsibilities

- Overall office administration
- Handling Human Resource issues
- Ensuring full compliance except on tax matters. This includes but not limited to compliance relating business licence, NSSF, WCF, OSHA, Foreign employees, Fire, Labour laws etc.
- Managing the front office
- Handling incoming and outgoing calls and mails
- Schedule meetings and conference room.
- Coordinating the procurement function and Stores keeping
- Petty cash management.
- Data management and records keeping
- Travel administration.
- Providing administrative support to the team
- Any other duties as may be assigned from time
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Education & Qualifications

- Bachelor's degree in Public Administration or any related field.
- Certificate in Secretarial Services

Requirements

- Three (3) years' experience in similar position.
- Excellent knowledge of MS Office
- Excellent organizational, planning, and multi-tasking skills.
- A team player
- Excellent customer care
- Excellent time management skills and ability to multi-task and prioritize work

Characteristics

- Attention to details
- Interpersonal skills
- Good communication skills
- Self-motivated
- Adaptability
- Goal and deadline driven

Driving Licence

Not Required

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