



# Job Description

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

<b>Job Title</b> Administration Officer	<b>Job Location</b> Mombasa	<b>Category</b> Admin & Clerical
<b>Job Type</b> Full Time	<b>Job level</b> Intermediate	<b>Industry</b> Logistics & Operations

**Open to Expatriates**  
Only Open to Tanzanian Nationals

## Minimum Requirements

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

## Summary

Administration Officer overall responsibilities include providing administrative support to ensure 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

## Education & Qualifications

- Bachelor's degree of 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

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

## Driving Licence

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Not Required

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