



Job Description

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

Job Title Administrative Intern	Job Location Dar es Salaam	Category -
Job Type Internship	Job level Internship	Industry -
Open to Expatriates Only Open to Tanzanian Nationals		

Minimum Requirements

Min Budget -	Max Budget -	Primary Industry -
Secondary Industry -	Primary Category -	Secondary Category -
Certificate -	Qualification -	

Summary

A 3 month internship opportunity

Responsibilities

- Provide general administrative and clerical support including data entry, mailing, scanning, and faxing.
- Prepare and modify documents including correspondence, reports, drafts, memos, and emails.
- Creates and revises systems and procedures by analyzing operating practices and record-keeping systems.
- Resolves administrative problems by coordinating preparation of reports, analyzing data, and identifying solutions.
- Run the company's errands as needed.
- Assists program management with a variety of office management and administrative tasks.
- Prepare and co-ordinate events.

Education & Qualifications

- Bachelor Degree or equivalent

Driving Licence

Not Required

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