



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 Admin & Clerical
Job Type Internship	Job level Internship	Industry Business Services / Consultancy
Open to Expatriates Only Open to Tanzanian Nationals		

Minimum Requirements

Min Budget -	Max Budget -	Primary Industry Business Services / Consultancy: 1 Years
Secondary Industry -	Primary Category Admin & Clerical: 1 Years	Secondary Category -
Certificate -	Qualification -	

Summary

Support Project Manager in administrative duties

Responsibilities

Organisational Support:

- Assist in maintaining organised and efficient office operations.
- Help manage calendars, appointments, and meetings for team members.

Communication:

- Answer and direct incoming phone calls and emails in a professional manner.
- Draft and proofread correspondence, emails, and other documents.

Event Coordination:

- Assist in planning and executing company events, meetings, and workshops.
- Collaborate with team members to ensure all logistical aspects are well-coordinated.

Documentation and Filing:

- Maintain accurate and organised records, both digital and physical.
- File and retrieve documents as needed, ensuring their confidentiality and proper organisation..

Problem Solving:

- Identify and resolve administrative issues in a timely and effective manner.
- Proactively suggest process improvements to enhance office efficiency.

Education & Qualifications

Bachelor's Degree in Business Administration or related field

Driving Licence

Not Required

To Apply for This Job [Click Here](#)

