



Job Description

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

Job Title Administrative Secretary (Receptionist)	Job Location Dar es Salaam	Category -
Job Type Full Time	Job level Intermediate	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

Administrative Secretary will be responsible in doing all the secretary/administrative tasks and receptionist of the office in Dar es Salaam. Needs to be a very professional person and be able to maintain strict confidentiality of the documents and the subjects discussed in the office.

Responsibilities

- To provide essential administrative support.
- Managing all office tasks.
- Scheduling appointments, and ensuring smooth communication within an organization.

Education & Qualifications

Bachelor's degree in Business Administration, Office Management, or a related field.

Requirements

- Minimum of 3 years of experience in administrative roles, preferably in a corporate environment.
- Experience in managing administrative tasks in a fast-paced environment.
- Familiarity with emerging technologies for administrative efficiency.
- Demonstrated experience in process optimization and workflow enhancement.
- Proficiency in English, Swahili and Arabic for enhanced communication capabilities.
- Proficiency in Microsoft Office Suite, database management, document preparation, and calendar scheduling software.
- Understanding of administrative processes, business etiquette, and confidentiality protocols.

Characteristics

- Should be a very polite and have good manners all the time with good communication skills.
- Supposed to have already experience supporting the Director on scheduling /organizing different meetings.
- Attentive to the detail and be full committed to her job assignments.
- Essential to have good presentation.
- Necessary to have availability to travel and stay some periods of time in Zanzibar

Driving Licence

Not Required

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