



# Job Description

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| <b>Job Title</b><br>Executive Assistant                        | <b>Job Location</b><br>Dar es Salaam | <b>Category</b><br>Executive Assistant             |
| <b>Job Type</b><br>Full Time                                   | <b>Job level</b><br>Intermediate     | <b>Industry</b><br>Business Services / Consultancy |
| <b>Open to Expatriates</b><br>Only Open to Tanzanian Nationals |                                      |  |

## Minimum Requirements

|                                |   |   |
|--------------------------------|---|---|
| <b>Min Budget</b><br>-         | <b>Max Budget</b><br>-                                  | <b>Primary Industry</b><br>Business Services / Consultancy: 5 Years |
| <b>Secondary Industry</b><br>- | <b>Primary Category</b><br>Executive Assistant: 5 Years | <b>Secondary Category</b><br>-                                      |
| <b>Certificate</b><br>-        | <b>Qualification</b><br>-                               |   |

## Summary

Executive Assistant provides high-level administrative support to senior executives within the organization. This role requires exceptional organizational skills, strong communication, and the ability to work independently while managing a variety of tasks and projects.

## Responsibilities

Calendar Management:

- Manage and maintain the executive's schedule, including scheduling meetings, appointments, and travel arrangements
- Coordinate and prioritize meetings, conference calls, and events

Communication:

- Act as the primary point of contact for the executive, handling emails, phone calls, and correspondence.
- Draft and proofread documents, reports, and presentations.
- Maintain confidentiality of sensitive information

Travel Arrangements:

- Plan and coordinate domestic and international travel, including booking flights, hotels, transportation, and itineraries.
- Prepare travel expense reports.

Meeting Support:

- Prepare meeting agendas and materials
- Attend meetings, take minutes, and follow up on action items

Administrative Tasks:

- Handle general administrative duties, such as filing, copying, and managing office supplies
- Assist in the onboarding of new staff and provide training as necessary

Project Management:

- Support in the execution of special projects, including research, data analysis, and coordination

Vendor Management:

- Interact with external vendors and suppliers, negotiating contracts and ensuring services meet the executive's expectations

Stakeholder Relations:

- Build and maintain positive relationships with internal and external stakeholders on behalf of the executive.

## Education & Qualifications

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Bachelor's degree preferred, with strong written and English fluency.

## Requirements

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Proven experience as an executive assistant or in a similar role, with a minimum of 5 years of experience.

## Characteristics

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- Excellent communication skills able to liaise confidently with senior management
- Good understanding of Director level responsibilities and Company Law
- An excellent level of attention to detail
- Proficiency in office software (Microsoft Office suite, Google Workspace, etc.)
- Able to work on own initiative and tight deadlines
- Ability to prioritize workload in a demanding team environment
- Confidence to deal with and resolve any situation and issue
- Experience & knowledge of Microsoft Office applications

Interpersonal Skills:

- Exemplary communication and customer service skills
- Proficient time management and organizational skills

## Reporting To

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Group Director of Operations

## Driving Licence

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Not Required

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