



Job Description

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Job Title Executive Assistant	Job Location Dar es Salaam	Category -
Job Type Full Time	Job level Intermediate	Industry Oil & Gas
Open to Expatriates Only Open to Tanzanian Nationals		

Minimum Requirements

Min Budget -	Max Budget -	Primary Industry Oil & Gas: 5 Years
Secondary Industry -	Primary Category -	Secondary Category -
Certificate -	Qualification -	

Summary

Executive Assistant will be responsible to provide high-level administrative support to the Managing Director, ensuring smooth and efficient operation of executive office functions. The role requires exceptional organizational skills, discretion, and the ability to handle confidential information with integrity.

Responsibilities

Administrative Support:

- Manage the Managing Director's calendar, schedule appointments, and coordinate meetings.
- Prepare agendas, take minutes, and distribute meeting materials for executive meetings.
- Handle incoming correspondence, prioritize emails, and draft responses on behalf of the Managing Director.
- Arrange travel accommodations and itineraries for business trips for all the employees across the company.

Communication:

- Serve as the primary point of contact for internal and external stakeholders, screening and directing inquiries as appropriate.
- Maintain effective communication between the Managing Director and other departments within the organization.
- Draft and edit correspondence, reports, presentations, and other documents as needed.

Project Coordination:

- Assist in the planning, coordination, and execution of special projects and initiatives as assigned by the Managing Director.
- Conduct research, gather data, and prepare reports to support decision-making processes.
- Monitor project timelines, follow up on action items, and ensure deadlines are met.

Confidentiality and Discretion:

- Handle confidential information and sensitive matters with discretion and confidentiality.
- Maintain strict confidentiality regarding business operations, personnel matters, and strategic initiatives.

Office Management:

- Oversee office operations and ensure the executive office is well-organized and equipped with necessary supplies.
- Coordinate with other administrative staff to facilitate efficient office workflows and procedures.

Education & Qualifications

- Advanced Diploma in Secretarial Studies or a Bachelor's Degree in Secretarial Studies and Management
- Proven experience as an Executive Assistant or similar role supporting senior executives.
- Proficient in Microsoft Office suite and other relevant software applications.

Requirements

- A minimum of Five (5) years' experience as an Executive Assistant or similar role supporting senior executives

Characteristics

- Exceptional organizational and time management skills, with the ability to prioritize tasks and multitask effectively.
- Discretion and integrity in handling confidential information.
- Ability to work independently with minimal supervision and collaborate effectively as part of a team.
- Excellent communication skills, both written and verbal, with strong attention to detail.

Reporting To

Managing Director

Driving Licence

Not Required

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