



Job Description

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Job Title Executive Assistant	Job Location Arusha	Category -
Job Type Full Time	Job level Intermediate	Industry Manufacturing
Open to Expatriates Only Open to Tanzanian Nationals		

Minimum Requirements

Min Budget -	Max Budget -	Primary Industry Manufacturing: 3 Years
Secondary Industry -	Primary Category -	Secondary Category -
Certificate -	Qualification -	

Summary

The Executive Assistant will act as the Director's right hand across multiple businesses, ensuring effective communication, accountability, organization, and execution of priorities across the Group.

The successful candidate must be highly organized, proactive, detail-oriented, and capable of managing multiple priorities simultaneously. They must be comfortable interacting with senior management, customers, suppliers, consultants, government institutions, and employees at all levels.

Responsibilities

1. Director's Office Management

- Manage the Director's calendar and appointments
- Schedule and coordinate meetings across all Group companies
- Prepare meeting agendas and circulate materials in advance
- Attend meetings and record minutes
- Track all action points and ensure consistent follow-up

2. Management Coordination & Follow-up

- Following up on assigned tasks
- Monitoring performance against deadlines
- Ensuring reports are submitted on time
- Preparing management meeting summaries
- Escalating non-performance where necessary
- Ensure all reports are concise, structured, and decision-oriented, clearly highlighting key risks, delays, and actions required
- Maintain visibility over key business indicators, operational challenges, and outstanding items to support informed decision-making

The Executive Assistant should know:

- What is overdue

- Who is responsible
- What is blocked
- What requires the Director's attention

3. Communication Management

- Draft professional emails, letters, presentations, and reports
- Review outgoing correspondence
- Coordinate communication with customers, suppliers, consultants, banks, and government institutions
- Manage confidential correspondence
- Handle follow-ups on behalf of the Director

4. AI & Workflow Efficiency

- Utilise appropriate digital and AI tools to improve efficiency in meeting documentation, reporting, and task tracking
- Leverage available technologies to streamline communication, coordination, and workflow efficiency

5. Foresight & Decision Support

- Demonstrate the ability to anticipate issues, bottlenecks, and risks across ongoing activities
- Apply sound judgment in prioritising urgent matters and determining when escalation is required
- Proactively identify items requiring the Director's attention, rather than relying solely on instruction
- Maintain a strong understanding of the Director's priorities to support effective and timely decision-making

6. Documentation & Records Management

- Maintain digital filing systems
- Organize contracts and agreements
- Track renewal dates and key obligations
- Maintain corporate records
- Ensure confidentiality of sensitive information

Education & Qualifications

- Bachelor's degree in Business Administration, Finance, Economics, Law or related field

Requirements

- Minimum 3 years' experience supporting senior management or executives
- Exceptional organizational and time management skills
- Strong written and spoken English
- Excellent report-writing ability
- Advanced Microsoft Excel skills
- Advanced PowerPoint skills
- Strong analytical and problem-solving ability
- Ability to manage multiple priorities simultaneously

Preferred

- * Experience working across multiple business units
- * Familiarity with ERP and CRM systems
- * Experience preparing management reports and KPI dashboards

Characteristics

- Extremely proactive
- Highly reliable
- Detail-oriented
- Assertive but professional
- Able to follow up persistently and professionally
- A fast learner
- Commercially minded
- Trustworthy and discreet
- Comfortable working under pressure

- Results-driven and execution-focused

Reporting To

Director

Driving Licence

Not Required

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