



Job Description

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Job Title Management Trainee	Job Location Dar es Salaam	Category -
Job Type Full Time	Job level Junior	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

We are currently looking for a stellar Management Trainee, you should have experience and understanding in Statistics, Excel, Commercial awareness, superb attention to detail and be able to promptly identify problems.

Responsibilities

- Receive training and perform duties in several departments such as Client Services, Sales and Operations
- Learn various staff functions, including operations, management viewpoints, and company policies and practices affecting each phase of business.
- Meet performance (SMART) goals and objectives set by upper management and determined upon accepting the position
- Report on the progress of goals and objectives
- Monitor performance progress with management and key trainers
- Observe experienced workers to acquire knowledge of methods, procedures, and standards required for performance of departmental duties
- Train in functions and operations of related departments to facilitate subsequent transferability between departments and provide greater promotional opportunities
- Provide support as needed in the various departments, including reporting, data-entry, presentation creation, strategic planning, customer service as needed

Education & Qualifications

- Bachelor's degree or equivalent experience

Requirements

- Minimum 1 year experience

Characteristics

- Motivate toward career growth and learning
- Strong written, verbal, and presentation skills
- Ability to interact effectively with a wide range of staff throughout the company
- Proficiency in Word, Excel, and PowerPoint

Reporting To

- Head of Sales

Driving Licence

Not Required

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