



Job Description

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Job Title Office Administrator	Job Location Dar es Salaam	Category Accounting & Bookkeeping, Admin & Clerical
Job Type Full Time	Job level Intermediate	Industry Non-profits (NGO), FMCG, Retail & Wholesale
Open to Expatriates Only Open to Tanzanian Nationals		

Minimum Requirements

Min Budget -	Max Budget -	Primary Industry Non-profits (NGO): 2 Years
Secondary Industry FMCG, Retail & Wholesale: 1 Years	Primary Category Accounting & Bookkeeping: 2 Years	Secondary Category Admin & Clerical: 2 Years
Certificate -	Qualification -	

Summary

The Administrator delivers quality services in Administration, Finance, Procurement, Event Management and HR to internal and external stakeholders mastering all relevant rules, guidelines, processes and procedures. S/he takes a client-oriented and results-focused approach to interpreting the rules and procedures, providing support and guidance to the office and its members

Responsibilities

Administrative Duties

- Standardises the administration office including creation and documentation of approved processes, procedures and guidelines
- Prepares and monitors the administrative budget ensuring financial transactions are in accordance with the organisation's financial rules and procedures. Proposes procedures to improve internal controls and efficiency and respond to audit issues
- Reviews procurement requests and initiates procurement procedures for general office and project specific equipment, supplies and services in a transparent and cost-effective manner; recommends procurement decisions
- Contributes to the smooth running of the office by ensuring provision and maintenance of services and supplies, following-up on processes and maintaining up-to-date inventory and records.
- Maintains office supplies inventory by checking stock to determine inventory level; anticipating needed supplies;

- evaluating new office products requirement; placing and expediting orders for supplies; verifying receipt of supplies
- Completes operational requirements by scheduling administrative projects and expediting work results
- Provides administrative support by reading, researching, and routing correspondence; drafting letters and documents; collecting and analyzing information; initiating telecommunications
- Provides historical reference by developing and utilizing filing and retrieval systems; recording relevant meeting discussions.
- Manages office petty cash and submission of monthly usage report
- Prepares monthly financial reports including petty cash and bank reconciliation
- Prepares payments by verifying documentation and requesting approval on disbursement
- Manages support staff and ensures HR policies and procedures are adhered to

Member Services

- Welcomes guests by greeting them, in person or on the telephone; answering or directing inquiries.
- Manages membership services including ongoing database management, invoice generation, membership fee collections and direct communication where relevant
- Manages the “info” and “secretariat” e-mails through careful analysis and responding accordingly where required or forwarding on to relevant individuals
- Ensures member information on the website is current and updated regularly
- Builds good relationships with members of the press to ensure maximum coverage of organisation events
- Coordinates all events including venue preparation, media notification and member attendance
- Captures minutes during the monthly dinner meeting and dissemination of minutes within 3 working days.

Education & Qualifications

- A graduate qualification
- Professional qualification but with strong organisational competences

Requirements

- Minimum 2 years experience in an Administrative role.

Characteristics

- Excellent Written and Oral Skills
- Excellent Organisational Skills
- Reporting Skills
- Supply Management
- Scheduling
- Microsoft Office Skills including Outlook, Word, Excel and PowerPoint
- Time Management
- Presentation Skills
- Equipment Maintenance
- Travel Logistics

Reporting To

Executive Director

Driving Licence

Not Required

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