



# Job Description

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<b>Job Title</b> Office Manager	<b>Job Location</b> Dar es Salaam	<b>Category</b> Admin & Clerical
<b>Job Type</b> Full Time	<b>Job level</b> Intermediate	<b>Industry</b> Automotive

**Open to Expatriates**  
Only Open to Tanzanian Nationals

## Minimum Requirements

<b>Min Budget</b> -	<b>Max Budget</b> -	<b>Primary Industry</b> Automotive: 4 Years
<b>Secondary Industry</b> -	<b>Primary Category</b> Admin & Clerical: 4 Years	<b>Secondary Category</b> -
<b>Certificate</b> -	<b>Qualification</b> -	

## Summary

We are recruiting for an Office Manager to complement its growing team. He/she should have experience in organising, managing and delivering effective and efficient front and back office operations in Tanzania and the capacity to support our growing enterprises – with the goal of building the organization's and growing a reputation for excellence, integrity and execution. We are seeking an individual who can play an active role in helping to grow the organization and the enterprises in which we invest, including providing administrative, operational and fiscal support to enterprise leaders and, as required, supervising the administrative staff.

## Responsibilities

- **Office Operations:** Supervise and maintain office operations, procedures and personnel matters, including: scheduling meetings, controlling and responding to correspondence; designing and maintaining procedures for the retention, protection, retrieval, transfer and disposal of Company records and files; managing office supplies and procurement; performing clerical functions; building and maintaining a comprehensive contact database; and, as directed, managing personnel matters (e.g., visas, immigration, payroll, );
- **Regulatory:** Maintain calendar for recurring company statutory filings such as withholding taxes, VAT, business operating license renewals and ensure timely filings. Manage all of statutory and compliance processes with TRA, BRELA, Local Government and others;
- **Office Policies:** Design and implement office policies in compliance with international standards, including establishing processes, managing permitting, and ensuring compliance with national laws and international requirements;
- **Office Equipment and Facilities:** Manage the office facilities (including payment of bills and utilities), operations (including supplies, fuel, water, ) and support functions and personnel (e.g., driver, security, cleaning and maintenance, IT support);
- **Travel and Logistics:** Schedule and manage logistics for Tanzania staff and team visits;
- **Bill Payment:** In conjunction with Country Manager and established procedures, oversee vendor payment requests to the Company's COO and Accountant, (including accuracy of WHT computations, vendor certifications, and appropriate vendor-supporting documentation, );
- **Tax Payment:** In conjunction with the Company's tax advisor and established procedure, initiate the monthly preparation of all entities' tax withholding and VAT filings, within agreed upon monthly deadlines;
- **Banking:** As required, liaise with and prepare correspondence for, Company banks to address operational needs or issues;
- **Other Duties:** Undertake other duties and tasks as

## Education & Qualifications

- BA in Business Administration

- Candidates must have exceptional speaking and writing ability in English and Swahili.
- Candidate must have strong computer literacy, including Microsoft Office (word, excel, powerpoint), organizational and other Front Office suite competencies

## Requirements

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- Candidates must have at least three to five years' experience, preferably in a multinational corporation operating in Tanzania.

## Reporting To

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Country Manager

## Driving Licence

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Not Required

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