



Job Description

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Job Title Office Manager-German Speaking	Job Location Dar es Salaam	Category -
Job Type Temporary	Job level Intermediate	Industry Non-profits (NGO)
Open to Expatriates Only Open to Tanzanian Nationals		

Minimum Requirements

Min Budget -	Max Budget -	Primary Industry Non-profits (NGO): 2 Years
Secondary Industry -	Primary Category -	Secondary Category -
Certificate -	Qualification -	

Summary

The main role of the Office Manager will be to oversee the daily operations of the office and its various departments. To ensure important key information is relayed among individuals with an end goal of increasing employee productivity.

Responsibilities

- Ensuring the team lead's office is professionally managed
- Supporting the team lead in the professional management of correspondence, appointments and calendar organization.
- Managing incoming and outgoing correspondence
- Organising administrative and logistical aspects of project activities (meetings, workshops etc.) in collaboration with other projects and offices
- Information and knowledge management with the document management system (DMS), MS Teams, OneNote and the other Integrated Digital Applications.
- Preparation of minutes and support the preparation of presentations.
- Ensuring that travel management is professionally organized.
- Optimization of existing work processes in the office
- Monitoring the availability of office supplies and equipment and carries out procurement in accordance with guidelines
- Supporting the finance officer in maintaining project inventory system and filing.
- Regularly coordinate with finance officer in order to provide support and take up tasks.
- Translate texts from German to English and vice versa.
- Other duties and tasks at the request by the management

Education & Qualifications

- University degree in office management/administration or similar area
- At least 3 years' professional experience in a comparable position

Requirements

- Excellent working knowledge of ITC technologies and computer applications (MS Office).
- Excellent management and organization skills
- Essential: Business English; Demonstrated native or highly advanced German reading writing and speaking skills.

Driving Licence

Not Required

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